

IBM® Magnetic Tape Selectric® Composer

Record Unit Training Guide MT/ST Models II and IV (for Graphics)

Ref. Code _____ Pg. _____ Begin all pages on Line 1.

1 you to produce high-quality copy for reproduction.

2 1COMPOSER MEASUREMENTS AND TYPE FONTS

3 Measurements on the MT/SC are expressed in picas,
4 points, and units. There are 6 picas to an inch, 12 points to a pica,
5 and 72 points to an inch.

6 1PICAS

7 Picas most often refer to horizontal measurements.
8 The scales on the output printer which you will use to set tabs and
9 margins are marked off in picas.

10 1POINTS

11 As a general rule, vertical measurement of small
12 areas is expressed in points. Type size (height) is measured in points,
13 and for the MT/SC type sizes range from 6 to 12 points.

14 1UNITS

15 With proportionally spaced copy, each character
16 is allotted the correct amount of space according to its width. The
17 width of letters and characters varies. The amount of space allowed for
18 each character is expressed in units. It varies from 3 to 9 units. For
19 example, the lowercase "i", a thin letter, is a 3-unit character,
20 and the "m", a wide letter, is a 9-unit character.

21 Although type sizes vary in height and width,
22 the unit value of a given character is constant.

23 1FONT IDENTIFICATION

Ref. Code _____ Pg. _____ Begin all pages on Line 1.

1 XSPR-b-11/12, m168, THE MT "SELECTRIC" COMPOSER UNIT

2

3 SPR-m-10/11, m196 The output unit of your IBM Magnetic

4 "Selectric" system consists of a regular "Selectric" Composer

5 Composer as the output unit, a Tape Reader Unit, and a Control Panel.

6 Each is covered in its own manual.

7

8 SPR-b-11/12, m168, INTRODUCTION

9

10 SPR-m-10/11, m196 The output printer is a concept

11 of the regular "Selectric" printer, but is designed on a

12 globe-shaped design.

13 typography

14

15 to provide a

16 variety of styles all

17 you to select for a particular job

18 you are considering for headings,

19 a medium size for captions and

20 footnotes. a regular,

21 medium-weight may prefer

22 bold weight

23 flexibility

24 can be used

25 printers which

26

27 All characters in fine printing are proportionally

28 spaced Composer spacing is based on a 9-unit system with each character

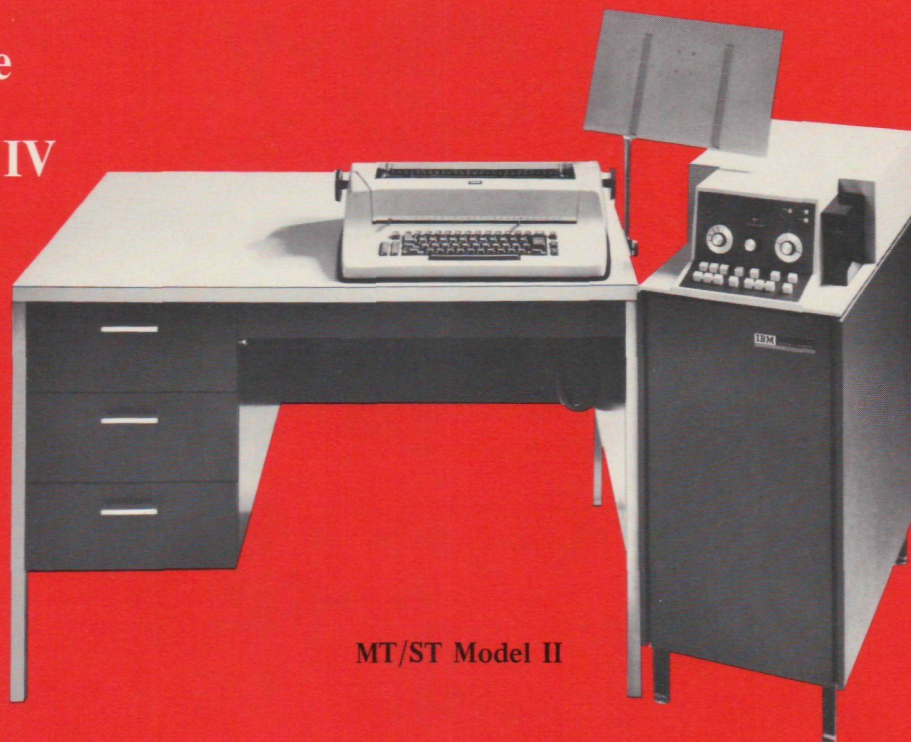
29 taking a prescribed number of units. This proportional-spacing feature,

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IBM

**Magnetic Tape
“Selectric” Composer**

**Record Unit
Training Guide
MT/ST
Models II and IV
(for Graphics)**



MT/ST Model II

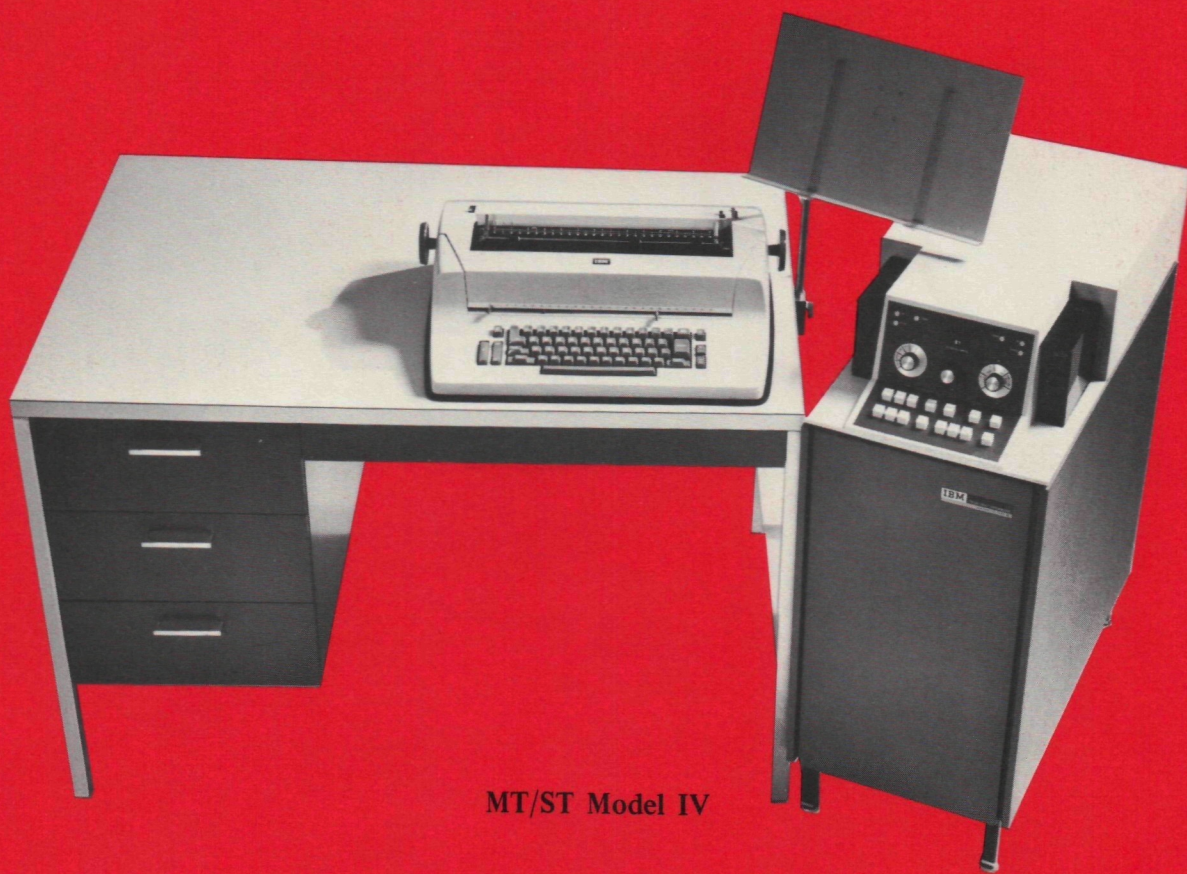


MT/ST Model IV

All of the type, 12 points or less, in this book was set on the IBM Magnetic Tape “Selectric” Composer and the IBM “Selectric” Composer.



MT/ST Model II



MT/ST Model IV

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INTRODUCTION

The IBM "Selectric" Typewriter introduced the benefits of single-element typing. Instead of typebars and a moving paper carriage, a small globe-shaped printing Element skims across the page typing out characters faster than the eye can see. For the first time in typewriter history, changing type styles became as easy as snapping off one Element and snapping on another in its place.

Then the IBM Magnetic Tape "Selectric" Typewriter (MT/ST), which combines the benefits of single-element typing, with those of magnetic-tape typing, was introduced. Recording on an MT/ST is like rough-draft typing—typing at its fastest—without erasures! Typographical errors are corrected on magnetic tape simply by backspacing and striking over the incorrect characters. When recording is finished, a perfect tape has been created. Playback produces error-free copy!

Now all the advantages of single-element typing and magnetic-tape typing have been combined with proportional spacing and outstanding print quality in the IBM Magnetic Tape "Selectric" Composer (MT/SC)—a new way to set type!

The MT/SC consists of two basic components—the IBM Magnetic Tape "Selectric" Typewriter,* with its familiar typewriter keyboard for recording, and the new IBM Magnetic Tape "Selectric" Composer for playback.

A typist records from a manuscript which has been coded for the MT/SC by a copy marker. As the manuscript is recorded and stored on magnetic tape, typed copy is produced.

Codes, which print in red on the typed copy, are recorded on the tape by a series of keyboard functions which can be easily incorporated with "touch typing." These codes will regulate the arrangement of the output copy.

Once copy has been recorded on tape, it is possible to incorporate author's alterations without retyping the entire

manuscript. A second tape containing only the changed lines is prepared. Material from both tapes is merged to produce typographic copy ready for reproduction.

The magnetic tape, prepared so simply at the familiar "Selectric" Typewriter keyboard, is now ready to produce high-quality, proportionally spaced typographic copy at the MT/SC.

The tape is placed on the MT Reader Unit. The Type Font, selected from a wide variety of styles, weights, and sizes, is snapped into position on the "Selectric" Composer.

All that is necessary now to start playout is for the operator to enter layout and setup instructions for the particular project. These instructions are keyed in at a Control Panel as a series of panel lights guides the operator through an easily followed sequence. When the Tape and Start Buttons are depressed tape control takes over and the MT/SC begins printing typographic copy in the desired format at speeds up to 14 characters per second.

*Recording can be done on an MT/ST Model II, IV, or V. The Models II and IV may be modified for use with the MT/SC. The Model V is a record-only MT/ST designed especially to create tapes for the MT/SC.

MAGNETIC TAPE RECORDING

Your IBM Magnetic Tape "Selectric" Typewriter (MT/ST) introduces you to the benefits of magnetic-tape typing. Recording on magnetic tape is like rough-draft typing—typing at your fastest speed. Errors don't bother you, because you can strike over, cross out, use faster correction techniques.

When you are recording on the MT/ST, you can also type at your fastest speed; any errors you make can be corrected merely by backspacing and striking over. But when the recording is finished, you have created a perfect tape without erasing. Playback on the MT/SC produces error-free copy.

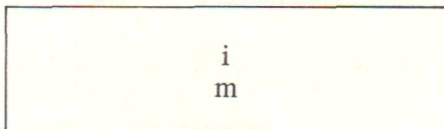
Errors don't bother you when you are recording on the MT
"Selectric" Recorder, because you can strike over. You
can type at your highest speed; any errors you make can be
corrected merely by backspacing and striking over. But
when recording is finished, you have created a perfect
tape—and no erasing! Playback produces error-free copy.

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can type at your highest speed; any errors you make can be
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when recording is finished, you have created a perfect
tape—and no erasing! Playback produces error-free copy.

Copy produced on your MT/ST is typed in standard typewriter spacing. All letters and characters take up the same amount of space; you get 10 characters per inch if you are using a pica machine or 12 characters per inch if you have an elite machine.

The tapes you record will be played out (by the output operator) on a Magnetic Tape "Selectric" Composer. This output unit prints copy which is proportionally spaced. With proportional spacing, each character is allotted the correct amount of space according to its width. The width of letters and characters varies. The amount of space allowed for each

character is expressed in units. It varies from 3 to 9 units. For example, the lowercase "i", a thin letter, is a 3-unit character, and the "m", a wide letter, is a 9-unit character:

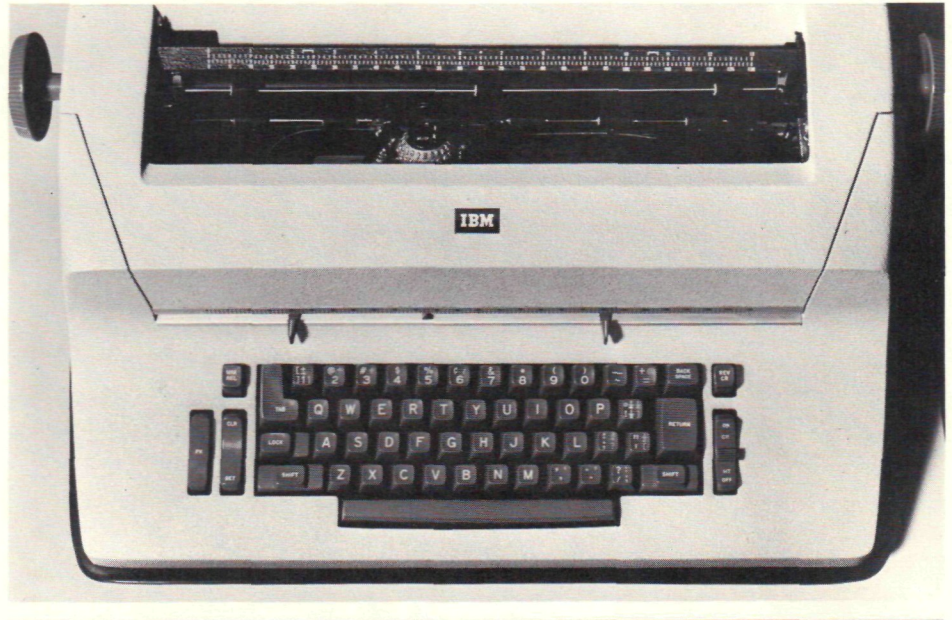


As you study the principles of recording for the MT/SC, you will recognize that some of the instructions are given because of the fact that tapes will be played back on a proportional spacing composing machine.

MT/ST KEYBOARD AND RECORDER ELEMENT

You will soon feel at home typing on your MT/ST, for the typing unit has the convenient IBM "Selectric" Typewriter keyboard.

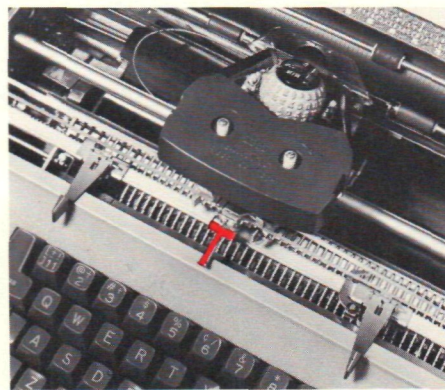
You will use your customary typing techniques to record magnetically. The touch and keyboard arrangement are similar to other "Selectric" Typewriters.



Typewriter Features— Models II and IV

Carrier

The Carrier, which moves across the page, houses the single typing Element and a red/black ribbon. Carrier position is shown by the Typing Position Indicator (a small red triangle) which moves along the front typing scale.



On/Off Control

The On/Off Control provides power to both the keyboard and the Tape Console. The small switch on top of the On/Off Control is the Graphics Control Switch.



Graphics Control Switch

The Graphics Control Switch changes the operation of your Model II or IV MT/ST from a graphics input unit for the MT/SC to a regular MT/ST used for standard typing jobs. The switch has two positions: MT (MT/ST) and GR (Graphics).

When the MT/ST is to be used for standard typing jobs, place the Graphics Control Switch in the MT (lower) position. The machine will then function as a regular MT/ST. You will learn later how to use your Model II or IV as a regular MT/ST.

When the Model II or IV is used as an input unit for the MT/SC, place the Graphics Control Switch in the GR (upper) position. The machine will then function as an input unit.

Margin Sets

To reset left or right margin, simply grasp and press in the Margin Set Lever. Slide to the desired point on the margin scale. Since the Margin Set Lever cannot be moved past the Typing Position Indicator, you may occasionally have to space the indicator out of the way.



Margin Release Key

The Margin Release Key permits you to type beyond either margin.



Carrier Return Key

The Carrier Return Key returns the Carrier to the left margin and records a Carrier Return Code and a Feed Code on the tape. (The Feed Code is used when the machine is functioning as a regular MT/ST. Its use will be explained when you learn to use the MT/ST for ordinary typing jobs.)



Revise Carrier Return Key

The Revise Carrier Return Key also returns the Carrier to the left margin and records a Carrier Return Code on the tape; however, it does not record a Feed Code.



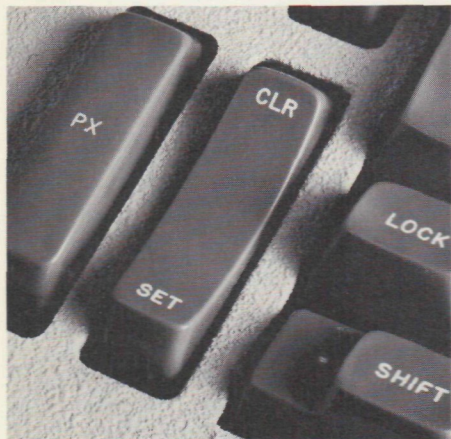
Space Bar

The Space Bar advances the Carrier. Depress it once and release to get the customary one-space action. For repeat action, depress and hold at the second level.



Tab Control (Set/Clear)

To set a tab, move the Carrier to the desired point on the scale. Then depress the "SET" end of the Tab Set/Clear Control; the tab will be set.



To clear a tab, tab to the stop you wish to clear and depress the "CLR" end of the Tab Set/Clear Control. To clear all tab stops at once, tab to the end of the writing line. Depress and hold the "CLR" end of the Tab Control as you return the Carrier.

Tab Key

To move the Carrier to tab stop positions, depress the Tab Key.



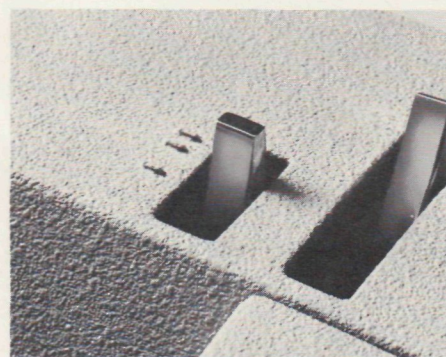
Prefix Key

The Prefix Key is used to record MT/SC codes on the tape. In addition to recording a code, depressing the Prefix Key temporarily shifts the ribbon to red position. The Prefix Key is active only when the Graphics Control Switch is set at GR (Graphics).



Line Space Lever

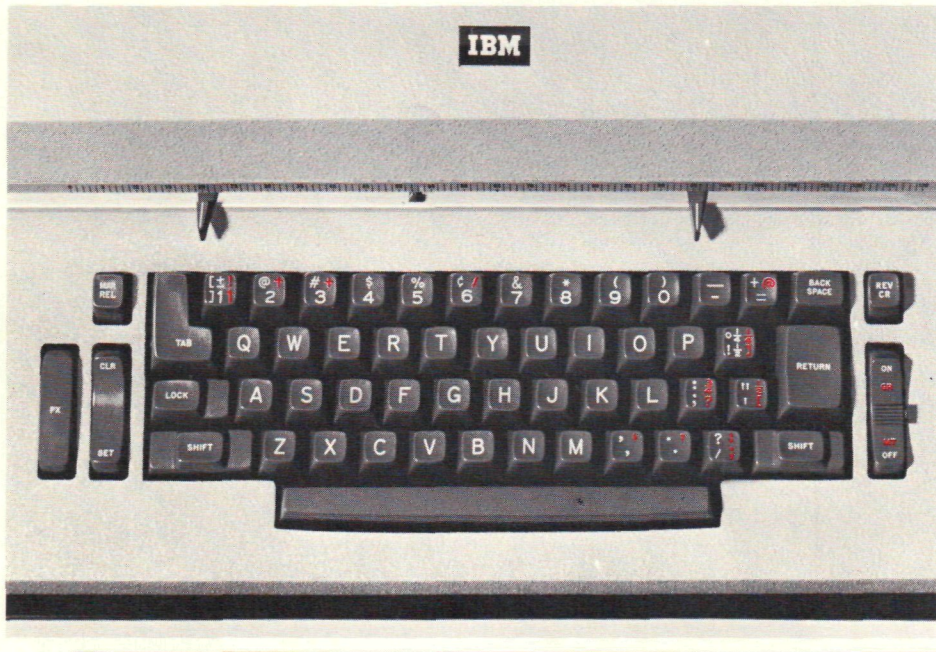
The Line Space Lever adjusts your machine for either single or double spacing. Double spacing is recommended when you are recording for the MT/SC.



Keyboard Arrangement

One of the differences between a regular MT/ST and an input unit for the MT/SC is the keyboard arrangement. On the MT "Selectric" Composer, some of the 88 standard keyboard positions have been changed to meet the needs of the graphic arts industry.

Since your Model II or IV can be used as an MT/ST as well as an input unit for the MT "Selectric" Composer, special keytops have been provided to show both keyboard arrangements.



Standard Keyboard Arrangement

The white characters on the keytops show the standard keyboard positions and correspond to the standard typing Elements used for regular typewritten work.

Composer Keyboard Arrangement

The red characters on the keytops show the character arrangement of the MT "Selectric" Composer. The Magnetic Tape "Selectric" Recorder (MT/SR) Element corresponds with this character arrangement and is required for the preparation of copy for the MT/SC.

MT/SR Element

The MT/SR Element provides the character set used on the MT "Selectric" Composer and is to be used when preparing tapes for the MT "Selectric"

Composer. The most significant changes to the standard keyboard character positions are:

Number One

The MT/SR Element has the number one (1) located on the top row, with the other numbers. Never use a lowercase "l" for the numeral one. On the MT "Selectric" Composer all characters are proportionally spaced. Numbers are 6 units wide, whereas the lowercase "l" is a 3-unit character.

Underscore

There is no underscore on your MT/SR Element. This character has been replaced with the em dash. Underscoring is generally hand ruled on the finished copy.

Em Dash

The dash (often referred to as an em dash) is the shift position for the hyphen. It looks like a hyphen, but is longer.

Use the em dash in clauses and other instances where a dash is generally used to set off text. It is not necessary to use two hyphens or the "space-hyphen-space" sequence that appear in regular typewritten copy.

Quotation Marks

Left and right single quotation marks are the uppercase position of the comma and period respectively.

To type regular quotation marks, type two single quotation marks each for the left and the right.

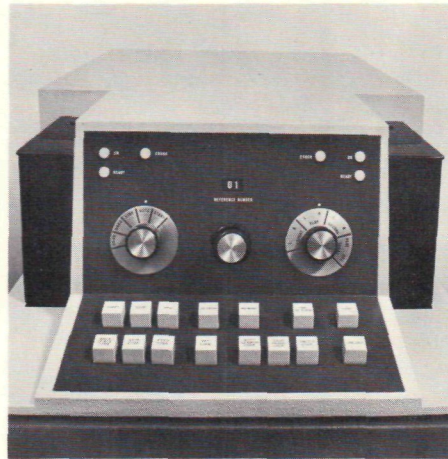
Apostrophe

To type an apostrophe, use the shift position of the period.

Other Changes

All of the keyboard changes appear in red on the keyboard. In addition to the above changes notice the new locations of the question mark, semicolon, colon, fractions, etc.

TAPE CONSOLE



The MT/ST Model IV Tape Console consists of two Tape Stations, Operation Lights, Operation Selector Dial, Reference Number Window and Dial, Playback Mode Dial, Tape Control Buttons, and Code Buttons. The MT/ST Model II Tape Console is similar to the Model IV Console, but has only one Tape Station.

Tape Stations

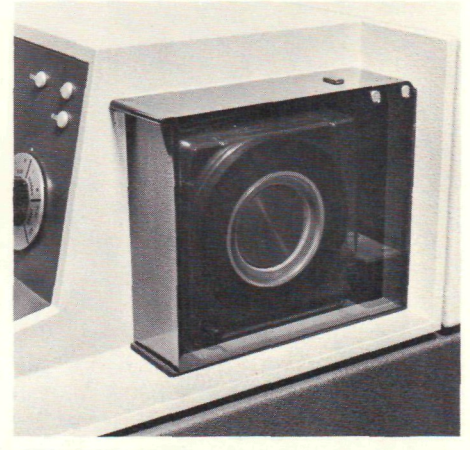
The Tape Stations hold the magnetic tape on which you record. The tape is sealed in a plastic Tape Cartridge which holds 100 feet of reusable tape. Recording density is 20 characters per inch, or approximately 24,000 characters per tape—about 10 pages double spaced.

The tape feeds into the Tape Console through an opening in the lower rear corner of the Tape Cartridge. In this corner you can see a plastic eyelet on the end of the tape. When the Cartridge is placed on the Tape Station, this eyelet fits over the pin of a leader which pulls the tape into the unit.

Tapes can be changed in a matter of seconds. Merely raise the Tape Station Cover and slide the Tape Cartridge over the Tape Station Hub.

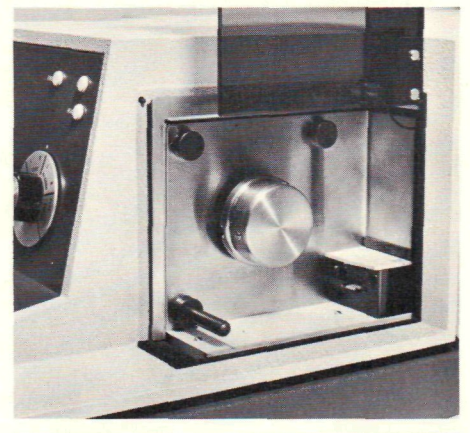
Tape Station Cover

The Tape Station Cover safeguards a tape by preventing the removal of a tape that is still loaded in the Tape Console. The Tape Station Cover can be raised only when a tape has been drawn completely into the Cartridge. The Station Cover is locked down by a small pin in the upper front corner of the Cover. To retract the pin so that the Station Cover can be raised, depress the Unload Button on the Tape Console.



Tape Station Hub

When the Tape Cartridge is placed on the Tape Station, the Tape Station Hub fits snugly into the middle of the Cartridge.



Operation Lights

The On Light comes on when the On/Off Control on the keyboard is placed in the On position. It indicates that both the typewriter and the Tape Console have power.



The Ready Light indicates that the tape has been loaded and the machine is ready for recording.

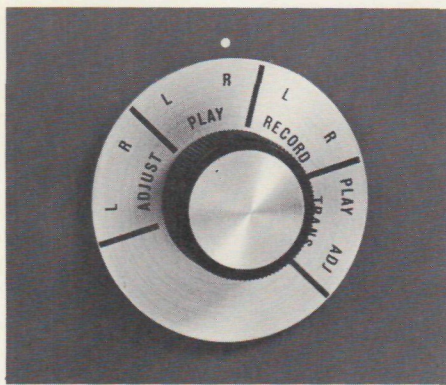
The Error Light will come on and the typewriter keyboard will lock when the tape has not received a complete signal or when you have recorded to the end of the tape. If the Error Light appears when you are recording, simply backspace and retype the last few characters.

Operation Selector Dial

The Operation Selector Dial controls the basic functions of the machine.

Record

When the Dial is set for Record, anything typed is recorded on tape. Typed material is recorded at the Right Tape Station when the Dial is set for Record R, or at the Left Tape Station when it is set for Record L. Once a tape has been loaded ready for recording, both the On and Ready Lights will be on. Any keyboard action will be recorded on tape.



Play

When a tape is loaded at the Right Tape Station, and the Dial is set at Play R, the MT/ST can automatically play out the material recorded on the right tape; set at Play L, it will play back from the left tape.

Although the tapes recorded for graphics will ultimately be played out from the MT/SC, you will sometimes need to play out the tapes at the MT/ST. You will learn more about the MT/ST playback feature at a later time.

When the Dial is set for Play, you may also use the keyboard as a standard "Selectric" Typewriter. Nothing you do on the typewriter will affect the tape. If a tape is loaded on the MT/ST, both the On and Ready Lights will be on. If there is no tape on the machine, only the On Light will be on.

Adjust

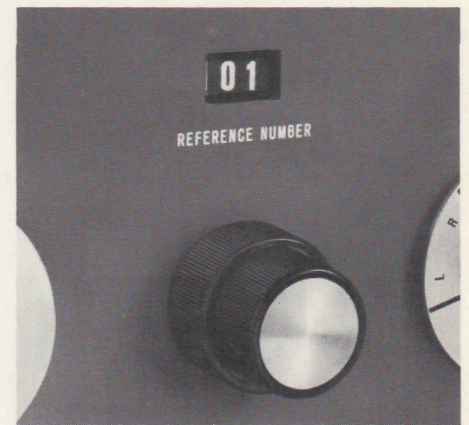
The Adjust R and L settings on the Operation Selector Dial are playback settings used in the playout of tapes prepared for regular typing jobs. Use of Adjust playback is included in a regular MT/ST training class.

Transfer

When the Operation Selector Dial is set at either Transfer Play or Transfer Adjust, you can transfer material from the tape on the Right Tape Station to the tape on the Left Tape Station. These settings are used primarily when recorded information is to be revised and updated. You will learn later to use the transfer feature of the MT/ST.

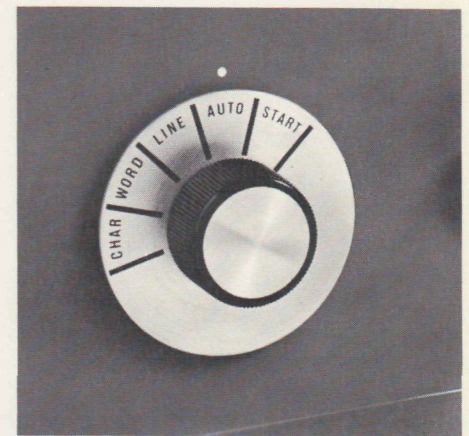
Reference Number Window Reference Number Dial

The positions of material recorded on magnetic tape are "marked" by codes called Reference Codes. When tapes are played out at the MT/ST, you can select specific sections for playout by dialing (with the Reference Number Dial) the number of the appropriate Reference Code in the Reference Number Window.



Playback Mode Dial

The Playback Mode Dial is used during the playback operation to control the amount of recorded material played back at one time. It can be set to play out one character at a time, one word at a time, one line at a time, or to a predetermined code recorded on the tape.



Exercise 1—Practice typing with the MT/SR Element

To get the feel of typing on an IBM Magnetic Tape “Selectric” Typewriter and to become familiar with the keyboard arrangement of the MT/SR Element, type the sentences provided below.*

Instructions:

Type each sentence at least once. Relax and type slowly until you get used to your new typewriter. Don't worry about errors.

Before you type, make the following machine adjustments:

1. Set the Tape Console Operation Selector Dial to Play. (Only the On Light is on.)
2. Insert paper in the typewriter with the left edge of the paper lined up with the 0 point on the writing scale.
3. Set margins for a 65-space writing line.
4. Use double spacing.
5. Type the sentences line for line as printed.

Practice Copy:

NUMBER ONE

It is more convenient to type January 1, 1967, as 1-1-67.

The keyboard changes affect 11 keybuttons and 16 characters.

EM DASH

Recording on a magnetic tape is like draft typing—typing at its fastest—without erasures.

Look for the number 8—the number of characters in the first column—and notice the next higher number is 8.7.

QUOTATION MARKS

The Format Code letters are “m” and “i”.

The IBM MT “Selectric” Recorder simplifies the keyboarding function.

APOSTROPHE

It's a fact that much of today's printing is done by offset.

If you can't attend, don't worry. The manager's assistant will go instead.

QUESTION MARK

Why doesn't the light come on? Is the switch broken?

Will it work? Why not?

*When the MT/ST is turned on, keep hair, fingers, and personal objects (such as bracelets, necklaces, etc.) away from the open part of the typewriter.

SEMICOLON

The Element has been ordered; the customer will receive it in a few days; the job will be done on time.

The color for large type is red; medium type, yellow; small type, blue.

COLON

Class hours are 8:30 a.m. to 4:45 p.m.

The list includes: Dr. and Mrs. Davidson; Bob, Bill, and Joe Kelley; and Mr. and Mrs. Jordan.

EXCLAMATION POINT

Oh! What a surprise!

BRACKETS

The graphics team members are: [1] copy marker, [2] recording operators, [3] proofreaders, and [4] output operator.

DAGGER

The † symbol is used for footnotes.

FRACTIONS

Today's interest rates range from $7\frac{1}{4}$ to $7\frac{3}{4}$ with an average of $7\frac{1}{2}$.

@ (AT)

The grain market quoted soybeans @ \$2.85 a bushel and soybean meal @ \$71.50 a bushel.

PLUS

Solve this equation: $c(a + b) (a + [abc]b)$.

SLASH

A typical MT/SC installation will have two MT/SR units.

The Carrier houses the MT/SR Element and a red/black ribbon.

ADDITIONAL EXERCISES

When the magnetic tape unloads, you will hear a "thunk."

Leave a $\frac{3}{4}$ -inch margin at the top of the paper, a $1\frac{1}{4}$ -inch margin at the left, and a $\frac{1}{2}$ -inch margin at the bottom.

What's your responsibility as a member of the graphics team?

The first line has an error; the seventh line has two errors—two words were omitted.

She typed extremely fast on the MT/SR.

The identifying character groups are: KCD, SLR, AKS, and UJR.

Tape Console Buttons

There are two rows of buttons on the MT/ST Tape Console. All buttons on the top row control movement of the tape, and are thus called Tape Control Buttons. The buttons on the bottom row, with the exception of the Unload Button at the far right, are Code Buttons used to record MT/ST codes on the magnetic tape. The Code Buttons on the Tape Console are active only when the Graphics Control Switch is set at MT and the machine is being used as a regular MT/ST. When the Graphics Control Switch is set at GR, all codes are entered from the keyboard.

Tape Control Buttons

The Start, Stop, Skip, and Search Buttons are used when recorded material is to be played back. You will not be concerned with these buttons at this time.

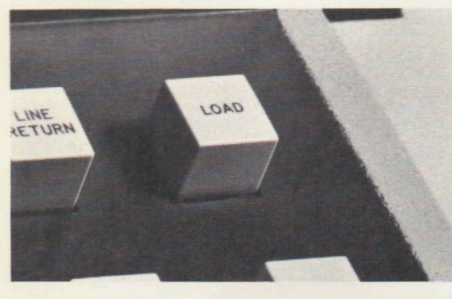
Line Return Button

The Line Return Button is used when you correct certain kinds of typographical errors. Its use will be discussed in detail on pages 21 through 25, "To Make Corrections on Magnetic Tape."



Load Button

The Load Button is used to draw the tape into the Tape Console in position for recording. After a Tape Cartridge has been placed on the Tape Station Hub, depress the Load Button once (do not hold it down). As the tape loads, the Error Light flashes and the machine makes a distinctive clicking sound. When the tape is loaded, it is at the first recording position.



Rewind Button

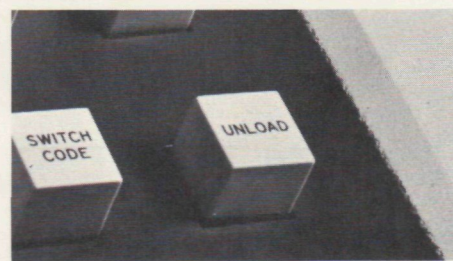
The Rewind Button is used to return the tape to the beginning recording position on the tape. Since the Rewind Button draws most of the tape back into the Cartridge, it is generally depressed as the first step in unloading a tape from the MT/ST.

When you depress the Rewind Button, the Ready Light goes out and the machine is silent while the tape rewinds. A distinctive clicking sound and flashing of the Error Light signal the completion of the rewind action. As soon as the tape is completely rewound, the Ready Light comes on again. The Unload Button is then used to pull the remaining tape back into the Cartridge.



Unload Button

The Unload Button is used to draw the tape back into the Tape Cartridge. After the tape has rewound, depress and hold the Unload Button until you hear a dull "thunk." This sound tells you to lift the Station Cover and remove the Tape Cartridge. Since the Unload Button unlocks the Tape Station Cover, remember to keep it down until the Cover has been raised. Pull the tape off the Tape Station Hub with a sideways rocking motion.



Tape Loading Procedure (Power must be on.)

1. Place the Operation Selector Dial in Play R if you are loading the right tape; in Play L, if you are loading the left tape.
2. Depress the Unload Button and raise the Tape Station Cover.

3. Place the Tape Cartridge on the Tape Station Hub.*
4. Close the Station Cover.
5. Depress (but do not hold) the Load Button.

Tape Unloading Procedure

1. Place the Operation Selector Dial in Play for the station you wish to unload.
2. Depress the Rewind Button to return most of the tape to the Cartridge.
3. Depress the Unload Button and hold it down until you hear a "thunk."
4. Hold the Unload Button down and lift the Tape Station Cover.
5. Remove the Tape Cartridge with a sideways rocking motion.

*To place the Tape Cartridge on the Station Hub, hold the Cartridge perpendicular, with the square hole toward you and the tape eyelet away from you. This positions the Tape Cartridge so that the eyelet will slide over the pin of the leader that will draw the tape into recording position. Push on the Cartridge until it snaps into place.

Exercise 2A—Practice loading the tape Instructions:

1. Place the Operation Selector Dial in Play for the station you wish to load. (Only the On Light will be on.)
2. Depress the Unload Button and raise the Tape Station Cover.
3. Hold the Tape Cartridge perpendicular, with the square hole toward you.
4. Push the tape on the Tape Station Hub, being sure it is on straight and securely.
5. Close the Station Cover.
6. Depress (but do not hold) the Load Button.

Exercise 2B—Practice unloading the tape Instructions:

1. Place the Operation Selector Dial in Play for the station you wish to unload. (Both the On and Ready Lights will be on.)
2. Depress the Rewind Button. You need not hold it down.
3. When the rewind action is complete, depress and hold the Unload Button until you hear a "thunk."
4. Hold the Unload Button down and lift the Tape Station Cover.
5. Grasp the Tape Cartridge and remove it from the Tape Station Hub with a sideways rocking motion.

MAGNETIC TAPE CONCEPT

Recording on the Tape

Once the tape has been loaded into the machine, you are ready to begin recording. Imagine that each tape is made up of 24,000 small blocks, each of which may be filled with one code or character. Typing on the MT/ST is much the same as typing on any typewriter, but as you type, each character or code is simultaneously recorded on the magnetic tape. For example, if you type:

Now is the time for
all good dogs to bark.

Signals on the tape would be, in effect, as shown.

N
o
w
sp
i
s
sp
t
h
e
sp
t
i
m
e
sp
f
o
r
CR
FC
a
l
l
sp
g
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sp
d
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.

As a recording operator, you are actually a member of a graphics team composed of a copy marker, a proof-reader(s), an output operator, and you, one of the recording operators.

You will record from copy which has been marked by the copy marker. As you record, you convert the copy and instructions into recorded codes and characters.

The typed copy and the recorded tape which you produce pass to the proof-reader and then to the output operator where your recorded input lines are printed out as typographic copy.

Reading the Tape at the Output Unit

Once the tape is loaded at the output unit, each block is read as it passes under a tape reader mechanism. The recorded codes control the arrangement of the MT/SC output copy, length of line to use, etc. The recorded characters will print out as proportionally spaced characters from the Composer Type Font. The result is high-quality, direct-impression copy, ready to be photographed.

PRENUMBERED PAPER AND REFERENCE CODE

Prenumbered Paper

Special prenumbered paper can be helpful when recording copy for the MT "Selectric" Composer so that input lines can be identified by number. This line number will be important later when making corrections.

The sample shown opposite was prepared on 8½ x 13 paper and contained 30 double-spaced lines.* The additional length prevents slippage when you type near the bottom of the page.

The sample format may be changed to meet your company's needs, but the important thing is that you keep an accurate line count for each page. Instructions for using prenumbered paper are included in the next section.

*The second and third sets of ten numbers generally represent numbers 11 through 20, and 21 through 30, respectively. However, the pages are not printed this way in order to provide for situations where you record more than one page per Reference Code. In those situations, lines on the second page are numbers 31 through 60; the third, 61 through 90; etc.

Ref _____ Pg _____ *Begin all pages on Line 1.*

1

2

3

4

5

6

7

8

9

0

1

2

3

4

5

6

7

8

9

0

1

2

3

4

5

6

7

8

9

0

Reference Code

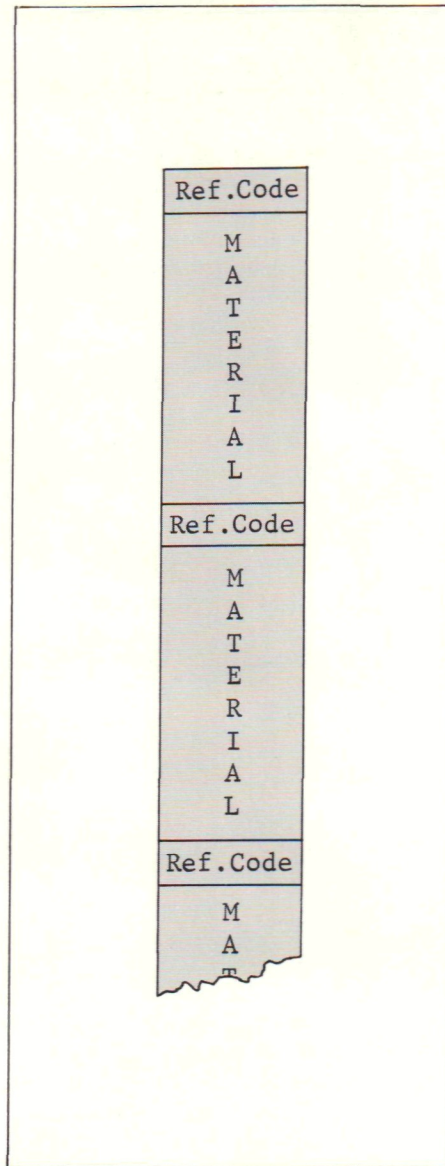
When recording material on magnetic tape you need a way of marking its place so it can be found easily when it is played back on the MT "Selectric" Composer. You will do this by recording a Composer Reference Code.

A Reference Code is a combination of 63 codes, the last of which is a Carrier Return Code. All Reference Codes are identical. As you record, you will mark pages by recording Reference Codes. They are recorded by a two-step procedure:

1. Depress the Prefix Key. (It is located to the left of the Tab Control and will be explained in detail shortly.)
2. Type the letter "x". (You will hear the long sound of a Reference Code being recorded.)

The Reference Code will always appear as a red "x" on your paper. Handwrite the Reference Code number in the margin as soon as the code has been recorded so that you can keep track of the number of Reference Codes.

The Reference Code is always recorded on Line 1 of the prenumbered paper.



To Record a Reference Code

1. Set the Operation Selector Dial to Play.
 - a. Make the appropriate margin and tab adjustments.
 - b. Carrier return.
 - c. Manually insert prenumbered paper to Line 1.
2. Set the Operation Selector Dial to Record.
 - a. Depress the Prefix Key. The Graphics Control Switch must be set at GR.
 - b. Type the letter "x". It will print in red. (When the "x" is depressed, you will hear the longer sound of a Reference Code being recorded; the keyboard will be locked.)
 - c. Begin typing from the original copy.

Guides for Recording a Reference Code

- Upon loading the tape, record a Reference Code at the first recording position.
- Record Reference Codes to identify pages for ease of location at the output unit.
- Record a Reference Code only on Line 1 of the prenumbered paper.
- Do not record a Carrier return after a Reference Code on an original tape unless it has been specified by the copy marker. (A Reference Code followed by a Carrier return will produce a blank line on the output copy.)
- Handwrite the Reference Code number in the margin.

Ref
Code / Pg / Begin all pages on Line 1.

1 xNow, all the advantages of single-element typing and magnetic-tape
2 typing have been combined with proportional spacing and outstanding
3 print quality in the IBM Magnetic Tape "Selectric" Composer—a new
4 way to set type!
5
6 s,

GENERAL TYPING INSTRUCTIONS

The typographic output copy for which you are recording may be divided into two general categories—justified and nonjustified. Justified output copy has even left and right margins, and the text of output lines does not necessarily match that of the input lines. Nonjustified copy refers to flush left, centered, flush right, or dot leadered copy. In all types of nonjustified copy the text of output lines matches that of the input lines.

Press Roman is a unique type face highlighting both appearance and fine legibility. Characteristically, Press Roman has no pronounced thick and thin strokes as are found frequently in other type faces. The short ascenders and descenders help to create a large lowercase letter. It is a dignified, sturdily constructed type face which can be used for a variety of applications.

JUSTIFIED COPY

Press Roman is a unique type face highlighting both appearance and fine legibility. Characteristically, Press Roman has no pronounced thick and thin strokes as are found frequently in other type faces. The short ascenders and descenders help to create a large lowercase letter. It is a dignified, sturdily constructed type face which can be used for a variety of applications.

NONJUSTIFIED COPY

Some of the basic typing procedures you have been using for regular typing do not apply when recording copy for the MT “Selectric” Composer. It is necessary, therefore, that you apply the following instructions.

The copy marker, however, may deviate from some of these general typing instructions to meet the needs of particular applications. If so, he will indicate such variations on the original copy. You should then follow his instructions exactly.

Spaces

Since printed materials generally use only one space at the end of a sentence, space only once after a period, question mark, colon, or any other type of punctuation.

If two or more spaces in succession are required in justified copy, the Fixed Space Code is used. Refer to page 72 for Fixed Space Code instructions.

Do not space for paragraph indentation unless the copy marker specifies a space or spaces for indentation. In this case the Fixed Space Code mentioned above is used.

Do not add spaces unless they are specified by the copy marker:

- before or after a Carrier return
- at the end of a sentence at the end of a line
- before or after a Reference Code
- before or after a tab
- before or after an em dash.

Tabulation

When recording for justified copy, tab for paragraph indentation. Do not use spaces.

When tabs are to be used, tab positions will be indicated by the copy marker.

Hyphenated Words

Never hyphenate words at the end of a line when recording for justified copy.

Words such as mother-in-law and No. A-890 must be typed with the complete word on one line. For example:

```
6 Bob is very fond of his mother-in-law
7 and his sister-in-law.
8
```

For nonjustified copy, follow the line endings marked by the copy marker.

Line Endings

When recording for justified copy, disregard line endings as they are on the original copy. Type until you have reached the right margin.

For nonjustified copy, type lines exactly as they appear on the original copy unless they have been marked to end otherwise.

Paragraph Identification

Paragraphs are identified as in regular typing.

Flush Paragraphs—all lines beginning at the left margin—are separated by two or more Carrier returns.

Indented Paragraphs—the first line beginning farther from the left margin than the other lines—are separated by a Carrier return/tab combination or multiple Carrier returns and a tab.

Carrier Returns

Multiple Carrier returns, other than those specified by the copy marker, must not be recorded for justified copy. Remember, two or more Carrier returns indicate a paragraph beginning. If additional Carrier returns are required to satisfy layout requirements, they will be marked by the copy marker.

When the final line of a paragraph falls on Line 30 and multiple Carrier returns are being used to identify paragraphs, record the necessary Carrier returns after Line 30. Note on your record copy that the line count of that page has been extended.

■ 8 backspacing and striking over. But when the recording is finished
■ 9 you have created a perfect tape—and no erasing! Playback produces
■ 30 error-free copy.
31 2 CR's recorded

RECORDING PROCEDURES

To Begin a Page or Project

A project may be one page or several pages in length. To identify each page within a project, always begin recording with a Reference Code on Line 1 of the prenumbered paper. The line numbers identify each line on the page.

1. Manually insert paper and position at Line 1.
2. Record a Reference Code after loading the tape, and handwrite the number in the margin.
3. Begin typing (on Line 1).

If the project is more than one page long, record the usual Carrier return after typing the last line on a page. Insert a new sheet of prenumbered paper and begin again with a Reference Code on Line 1.

To End a Project

So that printing at the output unit will stop after the last line of the entire project, follow the steps outlined below. The procedure includes recording a special code (**Composer Stop Code**) which stops playback.

1. Record two Carrier returns.
2. Depress the Prefix Key.
3. Type the letter "s".
4. Type a comma.
5. Carrier return.
6. Unload tape and remove paper. Label the Tape Cartridge to correspond with the project.

General Recording Procedures for Exercises 3 through 7

Instructions:

1. Set the Operation Selector Dial for Play.
2. Insert prenumbered paper in the typewriter with the left edge of the paper lined up with the 0 point on the writing scale.
3. Set Margins for a 75-space writing line with the left margin as near the preprinted numbers on the paper as possible.
4. Set a tab 5 spaces from the left margin.
5. Use double spacing.
6. Position the Carrier at the left margin.
7. Set the Graphics Control Switch for GR.
8. Set the Operation Selector Dial for Record.
9. Type the exercises line for line as printed.
10. Exercises are to be considered projects, so unload the tape after recording each project.

Exercise 3—Practice recording to begin a project and to end a project

Instructions:

1. Follow procedure to begin a project.
2. Record the exercise. If you make an error, simply ignore it.
3. Follow procedure to end a project.
4. Practice steps 1 through 3 several times.

Practice Copy:

A typist records from a manuscript which has been coded by a copy marker. As the manuscript is recorded and stored on magnetic tape, typed copy is produced. Codes, which print in red on the typed copy, are recorded on the tape by a series of keyboard functions which can be easily incorporated with "touch typing."

To Make Corrections on Magnetic Tape

Backspace

You can correct typographical errors on magnetic tape by simply backspacing and striking over unwanted characters. When you are in Record position, the Backspace Key on the typewriter backs up the typewriter Carrier and, at the same time, backs up the tape. Depressing the Backspace Key moves the tape back one character per backspace. Any text following the correction must be retyped.

If, during recording, the keyboard locks and the Error Light appears, simply backspace and retype the last few characters.

Exercise 4—Practice backspacing to correct immediate errors

Instructions:

1. Set the Operation Selector Dial for Play.
2. Load the tape.
3. Set the Operation Selector Dial for Record
4. Follow the procedure to begin a project.
5. Begin recording the exercise. Remember to correct immediate errors by backspacing and striking over.
6. Space only once after a period.
7. Complete the project; follow the procedure to end a project.
8. Remove the paper, and unload the tape.

Practice Copy:

When the Operation Selector Dial is set for Record, any keyboard action will be recorded on magnetic tape. But if you make a typographical error, you have no worry. You can correct a misstroke on magnetic tape by a simple backspace and strikeover. The Backspace Key on the typewriter backs up the typewriter Carrier and, at the same time, backs up the tape. Striking the correct key causes a strikeover on your paper but simultaneously records this correct character on the tape.

Line Return

The Line Return Button on the Tape Console backs up the tape to the last recorded Carrier Return Code. It does not move the Carrier, but a depression of the Line Return Button moves the tape back until it locates a Carrier Return Code. Thus, after line returning, the tape is positioned on top of this Carrier Return Code.

Line returning is invaluable for making corrections when recording. Suppose you do not realize you have omitted a letter in a word until you are on the next line. It is very simple to line return and rerecord that line. Since a line return always places the tape on a Carrier Return Code, first rerecord the Carrier return, then rerecord the incorrect line. It will be easier to keep your place on the paper if you click the platen back one line of writing each time you depress Line Return.

For example, you have recorded:

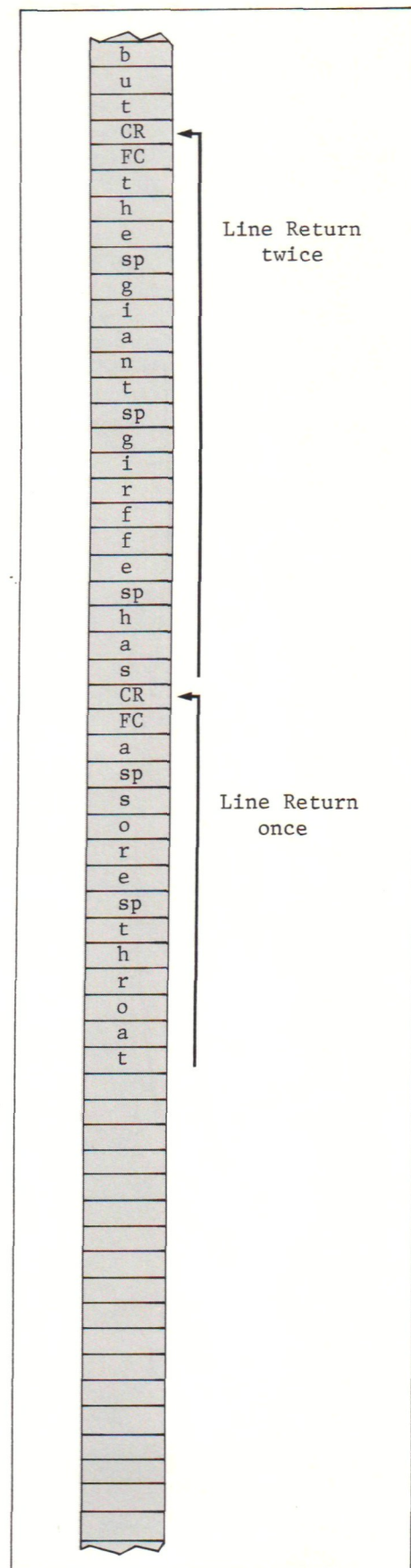
6 are all well, but
7 the giant girffe has
8 a sore throat
9

when you discover the missing "a" in giraffe. Imagine that your tape is recorded as shown. Line return once to get back to the Carrier Return Code preceding the word "a." Line return a second time to get back to the Carrier Return Code preceding the word "the." Now Carrier return and retype.

6 are all well, but
7 ~~the giant girffe has~~
the giant giraffe has
8 ~~a sore throat~~
a sore throat. His
9 treatment began yesterday.
0
—

Place the overlay on the tape illustration and you will see, in effect, what has happened to your tape.

When making corrections to coded copy, it is good to develop the habit of not line returning more than two times in succession. Multiple line returns may cause confusion in maintaining line identification on the prenumbered paper.



CORRECTION OVERLAY
 Place the correction overlay
 over page 22. Move the
 overlay left or right - up or
 down, until the tape on the
 overlay matches exactly
 the tape on page 22.

CR
 PC
 r
 e
 sp
 s
 f
 s
 r
 t
 sp
 s
 t
 r
 a
 t
 r
 e
 sp
 h
 a
 a
 CR
 PD
 a
 sp
 s
 o
 r
 a
 sp
 f
 h
 r
 o
 a
 e
 i
 sp
 h
 l
 a
 CR
 PC
 f
 r
 v
 s
 f
 m
 o
 n
 c

CORRECTION OVERLAY

Place the correction overlay over page 22. Move the overlay left or right—up or down, until the tape on the overlay matches, exactly, the tape on page 22.

CR
FC
t
h
e
sp
g
i
a
n
t
sp
g
i
r
a
f
f
e
sp
h
a
s
CR
FC
a
sp
s
o
r
e
sp
t
h
r
o
a
t
.
sp
H
i
s
CR
FC
t
r
e
a
t
m
e
n
t

Always use the Line Return method of correction when you have tab or Carrier return errors to correct. It is easier to know exactly where you are on tape when you use the Line Return Button. The same is true with correcting errors involving Composer Control Codes which you will soon learn to record.

The steps to correct code, Carrier return, or tab errors are:

1. Depress the Line Return Button. You will be over the Carrier Return Code.
2. Rerecord the Carrier return.
3. Manually roll the paper to the line immediately below the incorrect line (an unnumbered line).
4. Retype the entire line, Carrier return, and stop typing.
5. Manually roll the prenumbered paper back to the last unused line number.
6. Mark through the incorrect line with a red pencil.

If an error is made on Line 1, remember that a Reference Code was recorded at the beginning of that line. Since the last block of the Reference Code contains a Carrier return, it is necessary to rerecord the Carrier return after you line return.

Exercise 5A—Practice using the Line Return Button to correct an error on the present typing line

Instructions:

1. Set the Operation Selector Dial for Play.
2. Load the tape.
3. Set the Operation Selector Dial for Record.
4. Follow the procedure to begin a project.
5. Record the exercise exactly as shown—including the deliberate error—to the asterisk (*).
6. Assume that as you are typing “typewriter” you notice “precedign.”
7. Depress the Line Return Button once.
8. Rerecord the Carrier return.
9. Manually roll the paper to the line immediately below the incorrect line (an unnumbered line).
10. Rerecord the line changing “precedign” to “preceding.”
11. Carrier return and stop typing.
12. Manually roll the prenumbered paper back to the next line (a numbered line).
13. Mark through the incorrect line with a red pencil.
14. Complete the project; follow the procedure to end a project.
15. Remove the paper; unload the tape.

Practice Copy:

The Line Return Button always moves the tape back to the precedign Carrier Return Code. If you roll the typewriter^{*} platen back with each depression of this button, the tape will be resting at the end of the line of copy just above your writing scale.

Exercise 5B—Practice using the Line Return Button to correct an error on a previously typed line

Instructions:

1. Set the Operation Selector Dial for Play.
2. Load the tape.
3. Set the Operation Selector Dial for Record.
4. Follow the procedure to begin a project.
5. Record the exercise exactly as shown—including the error—to the asterisk (*).
6. Assume that as you are typing “used” you notice the error in the previously typed line.
7. Depress the Line Return Button twice.
8. Rerecord the Carrier return.
9. Manually roll the paper to the line immediately below the incorrect line (an unnumbered line).
10. Rerecord the incorrect line, changing “and incorrect” to “an incorrect”; type the next line; Carrier return and stop typing.
11. Manually roll the prenumbered paper back to the next line (a numbered line).
12. Mark through the incorrect lines with a red pencil.
13. Complete the project; follow the procedure to end a project.
14. Remove the paper; unload the tape.

Practice Copy:

The line return method of correcting errors will be used whenever you record and incorrect code, tab, or Carrier return. Backspacing cannot be used^{*} since the tape and the Carrier would not be in corresponding positions.

Exercise 5C—Practice using the Line Return Button to correct an error on Line 1

Instructions:

1. Set the Operation Selector Dial for Play.
2. Load the tape.
3. Set the Operation Selector Dial for Record.
4. Follow the procedure to begin a project.
5. Record the exercise—exactly as shown—to the asterisk (*).
6. Assume that as you are typing “retyping” you notice the error in the preceding line (Line 1).
7. Depress the Line Return Button twice.
8. Rerecord the Carrier return.
9. Manually roll the paper to the line immediately below Line 1.
10. Rerecord the first line (but not the Reference Code), changing “an unnumbered” to “an unnumbered”; retype Line 2; Carrier return and stop typing.
11. Manually roll the prenumbered paper to Line 3.
12. Mark through the incorrect lines with a red pencil.
13. Complete the project; follow the procedure to end a project.
14. Remove the paper; unload the tape.

Practice Copy:

Rolling the paper to an unnumbered line immediately below
the incorrect line and re^{*}typing the complete line aids
the proofreader in checking for typographical and coding
errors.

To Record Projects of More Than One Page

1. Complete Line 30 and record a Carrier return.
2. Manually insert paper and roll it to Line 1.
3. Record a Reference Code and handwrite its number in the margin.
4. Begin typing on Line 1.

Exercise 6—Practice recording a project of more than one page

Although the copy in this exercise is shown single spaced, the Line Space Lever should be set for double spacing during recording.

Instructions:

1. Set the Operation Selector Dial for Play.
2. Load the tape.
3. Set the Operation Selector Dial for Record.
4. Follow the procedure to begin a project.

5. Begin recording the exercise. Continue to use the Backspace Key and Line Return Button to correct errors.
6. At Line 30, end with a Carrier return.
7. Manually roll a new sheet of prenumbered paper to Line 1.
8. Follow the procedure to begin a project. Do not Carrier return after recording the Reference Code.
9. Complete recording the exercise; follow the procedure to end a project.
10. Remove the paper; unload the tape.

Practice Copy:

The MT/SC consists of two basic components--the IBM Magnetic Tape "Selectric" Typewriter, with its familiar typewriter keyboard for recording, and the new IBM Magnetic Tape "Selectric" Composer for playback.

A typist records from a manuscript which has been coded for the MT/SC by a copy marker. As the manuscript is recorded and stored on magnetic tape, typed copy is produced.

Codes, which print in red on the typed copy, are recorded on the tape by a series of keyboard functions which can be easily incorporated with "touch typing." These codes will regulate the arrangement of the output copy.

Once copy has been recorded on tape, it is possible to incorporate author's alterations without retyping the entire manuscript. A second tape containing only the changed lines is prepared. Material from both tapes is merged to produce typographic copy ready for reproduction.

The magnetic tape, prepared so simply at the familiar "Selectric" Typewriter keyboard, is now ready to produce high-quality, proportionally spaced typographic copy at the MT/SC.

The tape is placed on the MT Reader Unit. The Type Font, selected from a wide variety of styles, weights, and sizes, is snapped into position on the "Selectric" Composer.

All that is necessary now to start layout is for the operator to enter layout and setup instructions for the particular project. These instructions are keyed in at the Control Panel as a series of panel lights guides the operator through an easily followed sequence. When the Tape and Start Buttons are depressed, tape control takes over and the MT/SC begins printing typographic copy in the desired format at speeds up to 14 characters per second.

To Record More Than One Project on a Tape

1. Begin each project with a new sheet of prenumbered paper.
2. Record a Reference Code on Line 1 and handwrite the Reference Code number in the margin.
3. End each project with two Carrier returns; depress Prefix Key, character "s", comma, and Carrier return.

Remember, if you need to change margins or tabs between projects, switch from Record to Play. Then, nothing you do on the typewriter will affect the tape.

To End a Tape

For Justified Copy

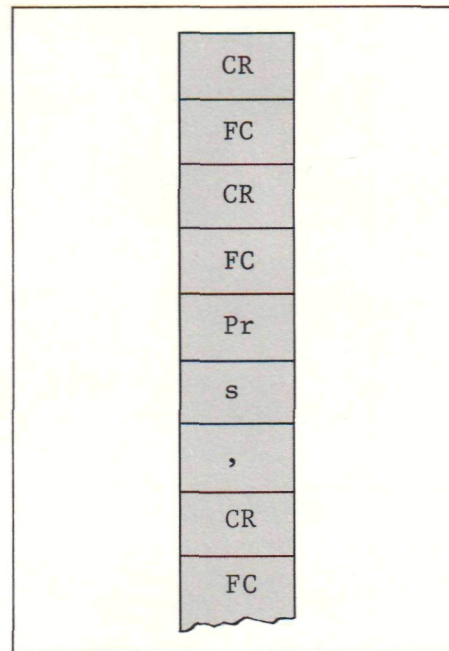
As you approach the end of a tape, complete a paragraph and follow end-of-project procedure. If, however, you are typing in the middle of a paragraph when you reach the end of the tape, the keyboard will lock and the Error Light will come on. Then, follow these steps:

1. Line return to the end of the preceding paragraph.*
2. Follow end-of-project procedure.
3. Unload tape and remove paper. (Attach label to Cartridge.)
4. Mark through the lines of the incomplete paragraph with a red pencil.

For Nonjustified Copy

The procedure to end a tape when recording for nonjustified copy is identical to that for justified copy except that end-of-tape steps may begin at the end of any line.

The end-of-project procedure requires nine tape blocks. If you have typed fewer than nine characters on a line when you reach the end of the tape, line return twice—once for the last few characters and once for the last complete line of text. Then record end-of-project sequence.



```

7 This is representative of a line**
8 that ends with less than
9 nine*
0 *END OF TAPE
-
1 (Line return to ** to begin end-of-project procedure.)
2

```

*If the recording should end at the end of a line other than the last line of a paragraph, justification of the copy on the MT "Selectric" Composer would be interrupted.

Exercise 7—Practice end-of-tape procedure for justified copy

Instructions:

1. Set the Operation Selector Dial for Play.
2. Load the tape.
3. Set the Operation Selector Dial for Record.
4. Follow the procedure to begin a project.
5. Record the exercise as shown.
6. Assume the Error Light comes on to indicate the end of the tape while you are typing the last word.
7. Line return to the end of the last complete paragraph. Roll the paper back one typing line each time you depress the Line Return Button.
8. Follow the procedure to end a project.
9. Remove the paper and mark through each line of the incomplete paragraph with a red pencil.
10. Unload the tape.

Practice Copy:

The Error Light will come on when you reach the end of a tape. Even if you don't notice the Error Light, you will be unable to continue typing because the typewriter keyboard will be locked. If you are in the middle of a paragraph, line return to the end of the preceding paragraph. Then follow the procedure to end a project and unload the tape. Remove the paper from the typewriter and mark through the lines of the incomplete paragraph with a red pencil.

Insert a new sheet of prenumbered paper into the typewriter. Also, load another tape on the Tape Console. Start recording with the beginning of the paragraph marked through on the previous

COMPOSER CONTROL CODES

The arrangement of the output copy is controlled by special codes which relay instructions to the MT "Selectric" Composer. They give the machine instructions such as the length of line to use, whether to justify copy, type it flush left, center lines, etc.

These Control Codes are recorded by simply depressing a regular typewriter character. To make the character a Control Code, rather than just an ordinary character, it must be preceded by a Prefix Code. The Prefix Code sets up the MT "Selectric" Composer to receive regular characters as codes.

Detailed recording instructions for various types of copy are given in this section of your MT/SC manual. Some guidelines already presented are repeated. At this point, the repetition is for review. Too, in this section and other later sections, all information concerning one type of copy or one type of machine function has been grouped in one location so that the Training Guide becomes an easy-to-use reference manual for future questions.

MT/SC Copy Marks

The copy marker is responsible for marking the copy from which you will be recording. He writes in all codes to be recorded plus any other pertinent instructions.

In addition to standard proofreader's marks, the following marks are recommended for use with the MT/SC.

Control Codes are circled by the copy marker as a reminder that a Prefix Code must precede this character on the tape. Either upper- or lowercase letters can be used.

(j)	Justify Code
(l)	Flush Left Code
(r)	Flush Right Code
(c)	Center Code
(d)	Dot Leader Code
(d)	Repeat code on every line
(m) ---, (See note below.)	Measure (line length) Code
(i) ---,	Indent Code
(i)	Indent Cancel Code
(o)	Outline Code
(t), or (t) ---,	Tabulation Code
(s), or (s) ---,	Stop Code
(,)	Fixed Space Code
(h)	Horizontal Rule Code
(x)	Reference Code
(a), or (a) ---,	Address Code

Other marks the copy marker uses may include:

CR	Carrier Return
$\begin{smallmatrix} 10 \\ \downarrow \end{smallmatrix}$ $\begin{smallmatrix} 15 \\ \downarrow \end{smallmatrix}$	Tab (number indicates spaces from left margin)
()	Close up
# or s _p	Space (Record one space for each s _p or #.)
[]	Notes in brackets are instructions to you; do not record them.

Note: The dashes (---) in this manual indicate that a number or an instruction must be recorded between the code character and the comma.

Type Fonts are the means by which proportionally spaced copy is produced on the output unit. A Composer Type Font differs from an Element in that the characters on the Font are proportionally spaced for use only on the output unit. Type Fonts will often be changed to offer variety in type style, weight, and point size. The copy marker marks symbols such as **ⓈPR-B-11**, or **ⓈP-M-10**. For example, the PR-B-11 would indicate use of Press Roman type style, bold weight, 11-point type; whereas the P-M-10 would indicate Pyramid type style, medium weight, 10-point type.

Sample Type Styles

PR	Press Roman
P	Pyramid
UN	Univers
AR	Aldine Roman
B	Bodoni
CN	Classified News
C	Century

Type Weights

B	Bold
M	Medium
L	Light
I	Italic
MI	Medium Italic

Condensed Type

C	Condensed (follows the weight position and indicates type of the point size shown, but of a different width.
----------	--

Sizes

Range from 6 to 12 points

Leading

In addition to markings for Font changes, you will also see instructions to the output operator indicating leading changes. On the output unit, the Leading Dial controls line spacing, and the setting of this Dial determines how much white space will appear between lines of type. The mark **Ⓢ10/12**, would indicate that the copy would use 10-point type set with two points of leading—2/72 inch of white space between lines. By contrast, **Ⓢ10/10**, would indicate the copy would use 10-point type “set solid”—with no additional white space between lines of copy.

You may also see **ⓈPR-M-11/12**. This type instruction combines type style, weight, size, and leading.

The Leading Dial on the output unit has a range from 5 to 20 points, and the output operator must have the information provided by these marks to determine where the Dial is to be set. There may also be occasions for the output operator to manually add or subtract leading by turning one of the Platen Knobs on the output printer. In these cases, you may see an instruction such as

Ⓢ+2 pt, or **Ⓢ-2 pt**,

Layout Information Sheet

The copy marker will give certain general instructions for each project that may be marked on a Layout Information sheet. This sheet, which will be similar to the one you see here, will be attached to each project.

LAYOUT INFORMATION

Date Due _____

Project Title _____

Date Rec'd _____

RECORD INFORMATION

Tabs _____

No. of Pages _____

OUTPUT INFORMATION

Tape No. _____ Ref. Code No. _____ No. of Pages _____

Left Margin _____

Tab Stops _____

Fonts _____

Leading _____

INITIAL CONTROL PANEL ENTRIES

PRECON _____

CLEAR	MERGE	MODE	LINE COUNT	MEASURE	LINE INDENT	PARA INDENT
LEADER SPACE	MIN IW SPACE	MAX IW SPACE	MAX QUAD SPACE	MIN HYPHEN	DEAD KEY	

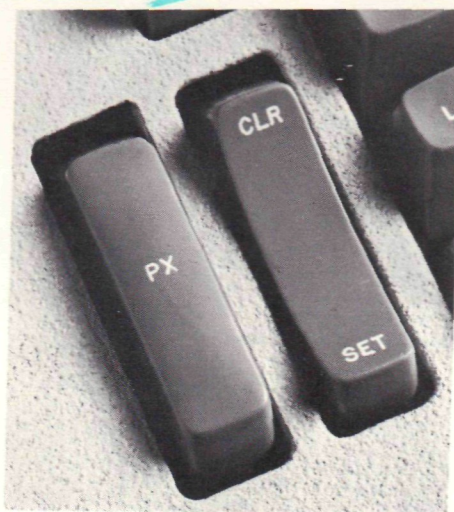
SPECIAL INSTRUCTIONS

Prefix Code

The Prefix Code sets up the MT "Selectric" Composer to receive the special codes which control the arrangement of the output copy.

To record a Prefix Code, depress the Prefix Key. In addition to recording the Prefix Code, depressing the Prefix Key automatically locks the keyboard and shifts the ribbon mechanism to the red position. When the key is released, the keyboard will unlock, but the typewriter ribbon remains in the red position until a character is recorded. After one character is recorded (and printed), the ribbon shifts back to the black position.

The Prefix Code records on tape but does not print on the hard copy. The code character which follows the Prefix Code will print in red to indicate that a Prefix Code has preceded the code character. A Prefix Code must precede every code character.



If the Shift Key is locked, depressing the Prefix Key will unlock it. Therefore, if you want the red code character to be in uppercase, depress the Prefix Key first, then depress the Shift Key.

Mode Codes

Mode Codes make up one group of the Composer Control Codes. A Mode sets up the MT "Selectric" Composer to print output copy in a particular arrangement, such as with centered lines, material typed flush right or flush left, justified copy, or lines containing dot leaders. The five Mode Codes are:

j for Justify
l for Flush Left
r for Flush Right
c for Center
d for Dot Leader

The recording of the codes for these modes will be explained in detail in the next section.

The machine is set up to print in a particular arrangement when the MT/SC reads a Mode Code. A Mode Code can be recorded on tape or entered from the output unit Control Panel at the time of playback.

To record a Mode Code on tape, first record a Prefix Code. Then type the appropriate character, such as "j" for a Justify Code, "c" for a Center Code, etc. Either upper- or lowercase letters may be used. (Remember, this character will print in red. If it doesn't, either the Prefix Code was not recorded or was followed by a space, tab, or Carrier return.)

When the tapes you record are played back on the MT/SC output unit, a Mode Code remains effective until another Mode Code is read from the tape or inserted from the output Control Panel.

The MT/SC output unit neither prints a character nor stops printing when it reads a Mode Code; automatic playback continues.

JUSTIFY

Justified copy is output copy with even left and right margins. On the output unit, the copy is justified by expanding the spaces between words whatever amount is required to make all lines end exactly at the right margin. Instead of setting margins on the output unit, line length of output copy is determined by a unit value which is called "measure." You will soon learn to record this on tape. (The measure may also be entered by the MT/SC operator at the output Control Panel.)

To Record a Justify Code

1. Record a Prefix Code.
2. Type the letter "j".
3. Begin typing text copy.

Guides to Recording for Justified Copy

- Carrier return only after a complete word. Recorded line endings will be ignored since the MT/SC creates its own line endings for justified copy.
- Do not hyphenate words at the end of a line.
- Do not record an em dash at the end of a line.
- Do type words, such as mother-in-law, where the hyphens are part of the word, all on one line.
- Tab one time only for paragraph indentions.
- Do not use spaces for paragraph indentions.
- Do not add extra spaces or Carrier returns.

Paragraph Identification

Flush—A flush paragraph is identified by two or more Carrier returns.

Indented—An indented paragraph is identified by a Carrier return and tab, or multiple Carrier returns and a tab.

(j)

The faster pace of business today demands more of all beginning office workers--more highly developed skills and increased technical "know-how." Company training programs take for granted that basic skills have already been mastered. Employers expect that new people will be quickly productive and will meet the requirements for a faster, more efficient flow of paper work.

MARKED COPY

1 xjThe faster pace of business today demands more of all beginning office
2 workers--more highly developed skills and increased technical "know-how."
3 Company training programs take for granted that basic skills have
4 already been mastered. Employers expect that new people will be
5 quickly productive and will meet the requirements for a faster, more
6 efficient flow of paper work.

7

8 s,

RECORD COPY

The faster pace of business today demands more of all beginning office workers--more highly developed skills and increased technical "know-how." Company training programs take for granted that basic skills have already been mastered. Employers expect that new people will be quickly productive and will meet the requirements for a faster, more efficient flow of paper work.

OUTPUT COPY

General Recording Procedures for Exercises 8A through 25

Instructions:


1. Set the Operation Selector Dial for Play.
2. Set the margins for a 70-space line.
3. Double space.
4. Position the Carrier at the left margin.
5. Set the Graphics Control Switch for GR.
6. Set the Operation Selector Dial for Record.
7. Manually insert prenumbered paper in the typewriter and position it at Line 1.
8. Load the tape and follow the procedure to begin a project.
9. Type the exercises, following the marked copy.
10. Use the Backspace Key and Line Return Button to correct errors.
11. Complete the project. Follow the end-of-project procedure.
12. Since you may want to see your exercises played out later, do not unload the tape after each exercise from here on. Record as though you have more than one project on a tape.

Exercise 8A—Practice recording justified copy with flush paragraphs

Instructions:

1. Record a Prefix Code.
2. Type the letter "j".
3. Record the first paragraph.
4. End the first paragraph with 2 Carrier returns.
5. Complete the project.

Practice Copy:

 Justified copy is output copy with even left and right margins.

When preparing justified copy, simply enter a Prefix Code and a single "j" Code ahead of the copy. Then you can type paragraph after paragraph, page after page, and the single "j" Code applies to all the copy typed.



After recording the Mode Code, proceed to record the copy at your maximum typing speed. Remember, when you make a misstroke, simply backspace and strike over.

Exercise 8B—Practice recording justified copy with indented paragraphs


Instructions:

1. Record a Prefix Code.
2. Type the letter "j".
3. Tab and record the first paragraph.
4. End the first paragraph with one Carrier return.
5. Tab and complete the project.

Practice Copy:

  Mode Codes make up one group of the Composer Control Codes.

A Mode sets up the MT "Selectric" Composer to print output copy in a particular arrangement.

 Recording a Mode Code is as simple as making a regular key stroke, since all codes are keyboard characters. Because they are preceded by a Prefix Code, Mode Codes appear in red on your copy.

FLUSH LEFT

Flush left copy is output copy with even left margins and uneven right margins. The output lines will be identical to the input lines.

To Record a Flush Left Code

1. Record a Prefix Code.
2. Type the letter "I".
3. Begin typing text copy.

Guides to Recording for Flush Left Copy

- Type lines exactly as indicated by the copy marker, even when ending with a hyphenated word. If line endings are not marked, type line for line. All recorded spaces, tabs, and Carrier returns will be honored on the output copy.
- To insure vertical alignment of numbers at the output unit, space twice for each digit position not occupied by a number unless otherwise specified by the copy marker. On the MT "Selectric" Composer, each number is 6 units wide; each space is only 3 units.*

If the numbers to be aligned are 1, 10, and 100, your copy will look like this:

```
      1
     10
    100
```

The printout, however, will be:

```
      1
     10
    100
```

e Hard copy for proofreading

IBM "Selectric" Typewriter touch

Backspace and strike over for corrections

Magnetic tape with 24,000 character capacity

Automatic body text composition

Camera-ready output copy

MARKED COPY

1 *x1* Hard copy for proofreading

2 IBM "Selectric" Typewriter touch

3 Backspace and strike over for corrections

4 Magnetic tape with 24,000 character capacity

5 Automatic body text composition

6 Camera-ready output copy

7

RECORD COPY

Hard copy for proofreading

IBM "Selectric" Typewriter touch

Backspace and strike over for corrections

Magnetic tape with 24,000 character capacity

Automatic body text composition

Camera-ready output copy

OUTPUT COPY

*Although a 3-unit space between words is probably used most frequently, the copy marker may choose to make it more. In this case, he will give you specific spacing instructions for typing numbers.

Exercise 9A—Practice recording flush left copy

Instructions:

1. Set the Operation Selector Dial for Play. Clear all tabs from the typewriter; then set a tab 10 spaces from the left margin.
2. Follow the standard procedures.
3. Record a Prefix Code.
4. Type the letter "l". (The Flush Left Code is needed on the first line only.)
5. Space twice, type "8."
6. Tab; record the first line, ending with a Carrier return.
7. Follow steps 5 and 6 for the next line. (The number "9" will not be aligned with "8" of the previous line because of the red "x" and "l"; but if this tape is played out on an MT/SC, all numbers in the exercise will be aligned properly.)
8. Do not space; immediately begin typing "10."
9. Tab and complete the project.

Practice Copy:

- ① SS PP 8. Type the character "s".
- SS PP 9. Type a comma.
10. Carrier return.
11. Unload the tape and remove the paper.
-

Exercise 9B—Practice recording flush left copy

Instructions:

1. Record a Prefix Code.
2. Type the letter "l". (The Flush Left Code is needed on the first line only.)
3. Record the project in the line lengths indicated by the copy marker.

Practice Copy:

- ① Aldine Roman has a delicate beauty of letter which makes it an outstanding type face. Throughout its overall design, there is a harmonious balance between thin and thick lines.

FLUSH RIGHT

Flush right copy is output copy with even right margins and uneven left margins. The right margin is determined by the measure coded on tape or entered from the Control Panel of the output unit. The text of the output lines will be identical to the text of the input lines.

The Flush Right Code may be recorded at the beginning of a line or in the middle of a line.

When the Flush Right Code is recorded in the middle of a line, the output lines will be even at both margins but text is separated by white space. The amount of white space is determined by the line measure.

To Record a Flush Right Code

1. At the beginning of a line (may be recorded on tape or entered from the Control Panel of the output unit).
 - a. Record a Prefix Code.
 - b. Type the letter "r" at the beginning of the first line.
 - c. Type the remaining lines at the left margin.

Guides to Recording a Flush Right Code at the Beginning of a Line

- Type each line at the left margin.
- Type lines exactly as indicated on the copy. If line endings are not marked, type line for line. All recorded spaces, tabs, and Carrier returns will be honored on the output copy.



Hard copy for proofreading

IBM "Selectric" Typewriter touch

Backspace and strike over for corrections

Magnetic tape with 24,000 character capacity

Automatic body text composition

Camera-ready output copy

MARKED COPY

1 ~~xx~~Hard copy for proofreading

2 IBM "Selectric" Typewriter touch

3 Backspace and strike over for corrections

4 Magnetic tape with 24,000 character capacity

5 Automatic body text composition

6 Camera-ready output copy

7

8 s,

RECORD COPY

Hard copy for proofreading

IBM "Selectric" Typewriter touch

Backspace and strike over for corrections

Magnetic tape with 24,000 character capacity

Automatic body text composition


Camera-ready output copy

OUTPUT COPY

2. In the middle of a line (cannot be entered from the Control Panel). White space separates flush left and flush right material.
 - a. Type the part of the line which is flush left; record a Prefix Code.
 - b. Type the letter "r".
 - c. Type the portion of the line which is flush right.
 - d. Carrier return and repeat all steps for each line.

Guides to Recording a Flush Right Code in the Middle of a Line

- The "r" Code must be recorded in each line.
- Type each line at the left margin exactly as indicated on the copy. All recorded spaces, tabs, and Carrier returns will be honored on the output copy.

Press Roman		Transitional
Aldine Roman		Old Style
Bodoni		Modern
Univers		Sans Serif
Pyramid		Square Serif

MARKED COPY

1 xPress RomanrTransitional

2 Aldine RomanrOld Style

3 BodonirModern

4 UniversrSans Serif

5 PyramidrSquare Serif

6

7 s,

RECORD COPY

Press Roman	Transitional
Aldine Roman	Old Style
Bodoni	Modern
Univers	Sans Serif
Pyramid	Square Serif

OUTPUT COPY

Exercise 10A—Practice recording a Flush Right Code at the beginning of a line

Instructions:

1. Record a Prefix Code.
2. Type the letter "r". (The Flush Right Code is needed on the first line only.)
3. Complete the project. Remember, all lines are typed at the left margin.

Practice Copy:



IBM CORPORATION

Educational Services Department

590 Madison Avenue

New York, New York 10022

Exercise 10B—Practice recording a Flush Right Code in the middle of a line

Instructions:

1. Record the part of the line which is to be flush left.
2. Record a Prefix Code.
3. Type the letter "r".
4. Record the remainder of the line and Carrier return.
5. Complete the project, inserting the Flush Right Code on every line as indicated by the copy marker.

Practice Copy:

Justify Code		j
Flush Left Code		l
Flush Right Code		r
Center Code		c
Dot Leader Code		d

CENTER

Centered output copy will have lines centered within a specific unit measure. An equal amount of white space is automatically distributed to the left and right of the typed line.

To Record a Center Code

1. Record a Prefix Code.
2. Type the letter "c".
3. Begin typing the text copy.

Guides to Recording for Centered Copy

- Type each line at the left margin.
- Type lines exactly as indicated on the copy. All recorded spaces, tabs, and Carrier returns will be honored on the output copy.

(C)

Hard copy for proofreading

IBM "Selectric" Typewriter touch

Backspace and strike over for corrections

Magnetic tape with 24,000 character capacity

Automatic body text composition

Camera-ready output copy

MARKED COPY

1 xcHard copy for proofreading

2 IBM "Selectric" Typewriter touch

3 Backspace and strike over for corrections

4 Magnetic tape with 24,000 character capacity

5 Automatic body text composition

6 Camera-ready output copy

7

8 s,

RECORD COPY

Hard copy for proofreading
IBM "Selectric" Typewriter touch
Backspace and strike over for corrections
Magnetic tape with 24,000 character capacity
Automatic body text composition
Camera-ready output copy

OUTPUT COPY

Exercise 11A—Practice recording a Center Code

Instructions:

1. Record a Prefix Code.
2. Type the letter "c". (The Center Code is needed on the first line only.)
3. Complete the project, typing each line at the left margin.

Practice Copy:

(C) You are invited
to attend an
Open House
at the new
IBM CORPORATION
Office Products Division
Manufacturing Facilities
September 1, 1967
in
Austin, Texas

Exercise 11B—Practice recording a Center Code at the beginning of a line in paragraph copy

Instructions:

1. Record a Prefix Code.
2. Type the letter "c".
3. Complete the project, ending each line as indicated by the copy marker.

Practice Copy:

(C) Press Roman is a unique type face highlighting both appearance and fine legibility. Characteristically, Press Roman has no pronounced thick and thin strokes as are found frequently in other type faces.

DOT LEADER

Dot leadered output copy will have dots (periods) automatically inserted to expand the line to a specified measure.

The amount of white space separating the dots will be determined by a Control Panel entry at the MT "Selectric" Composer. The dots will be vertically aligned on the output copy.

The Dot Leader Code may be recorded at the beginning of a line, in the middle of a line, or at the end of a line.

To Record a Dot Leader Code

1. At the beginning of a line (may be recorded on tape or entered from the Control Panel of the output unit). This copy is similar to flush right output lines, but the white space to the left of the line is filled with leader dots.
 - a. Record a Prefix Code.
 - b. Type the letter "d" at the beginning of the first line.
 - c. Type the remaining lines at the left margin.

Guide to Recording a Dot Leader Code at the Beginning of a Line

- Type each line at the left margin.



Hard copy for proofreading

IBM "Selectric" Typewriter touch

Backspace and strike over for corrections

Magnetic tape with 24,000 character capacity

Automatic body text composition

Camera-ready output copy

MARKED COPY

1 **xd**Hard copy for proofreading

2 IBM "Selectric" Typewriter touch

3 Backspace and strike over for corrections

4 Magnetic tape with 24,000 character capacity

5 Automatic body text composition

6 Camera-ready output copy

7

RECORD COPY

..... Hard copy for proofreading

..... IBM "Selectric" Typewriter touch

..... Backspace and strike over for corrections

..... Magnetic tape with 24,000 character capacity

..... Automatic body text composition

..... Camera-ready output copy

OUTPUT COPY

Exercise 12A—Practice recording a Dot Leader Code at the beginning of a line

Instructions:

1. Record a Prefix Code.
2. Type the letter "d". (The Dot Leader Code is needed on the first line only.)
3. Complete the project, typing remaining lines at the left margin.

Practice Copy:

 Press Roman (PR)

Aldine Roman (AR)

Univers (UN)

Bodoni (B)


Pyramid (P)

Exercise 12B—Practice recording a Dot Leader Code at the beginning of a line in paragraph copy

Instructions:

1. Record a Prefix Code.
2. Type the letter "d".
3. Complete the project, ending each line as indicated by the copy marker.

Practice Copy:

 The amount of white space separating the dots will be determined by the MT "Selectric" Composer.

2. At the beginning of a line when the first dot leader must be aligned with other copy (cannot be entered from the Control Panel). The copy marker will specify when this procedure is to be used.
 - a. Type a period.
 - b. Record a Prefix Code.
 - c. Type the letter "d".
 - d. Type the text.
 - e. Carrier return and repeat all steps for each line.

**Guide to Alternate Method of
Recording a Dot Leader Code
at the Beginning of the Line**

- Record the period and the "d" Code on every line.

Exercise 12C—Practice recording a Dot Leader Code at the beginning of a line using alternate method

Instructions:

1. Type a period.
2. Record a Prefix Code.
3. Type the letter "d".
4. Type the text.
5. Carrier return and repeat all steps for each line.

Practice Copy:

① The amount of white space separating ① the dots will be determined by the MT "Selectric" Composer.

3. In the middle of a line (cannot be entered from the Control Panel). These dot leaders separate flush left and flush right material.
 - a. Type the part of the line which is flush left; record a Prefix Code.
 - b. Type the letter "d".
 - c. Type the portion of the line which is flush right.
 - d. Carrier return and repeat all steps for each line.

Guides to Recording a Dot Leader Code in the Middle of a Line

- The "d" Code must be recorded in each line.
- To insure vertical alignment of numbers at the output unit, space twice for each digit position not occupied by a number unless otherwise specified by the copy marker. Remember, on the MT "Selectric" Composer, each number is 6 units wide, each space is only 3 units.

Preparing Source Records	d	13
Computing the Payroll		14
Writing the Payroll		16
Labor Distribution		19
Government Reports		23

MARKED COPY

1	x	Preparing Source Records	d	13
2		Computing the Payroll	d	14
3		Writing the Payroll	d	16
4		Labor Distribution	d	19
5		Government Reports	d	23
6				
7	s,			
8				

RECORD COPY

Preparing Source Records	13
Computing the Payroll	14
Writing the Payroll	16
Labor Distribution	19
Government Reports	23


OUTPUT COPY

Exercise 13A—Practice recording a Dot Leader Code in the middle of a line

Instructions:

1. Record the part of the line which is flush left.
2. Record a Prefix Code.
3. Type the letter "d".
4. Record the rest of the line and Carrier return.
5. Complete the project, inserting the Dot Leader Code on every line as indicated by the copy marker.

Practice Copy:



Press Roman		Transitional
Aldine Roman		Old Style
Univers		Sans Serif
Bodoni		Modern
Pyramid		Square Serif

Exercise 13B—Practice recording a Dot Leader Code in the middle of a line containing numbers

Instructions:

1. Record the part of the line which is flush left.
2. Record a Prefix Code.
3. Type the letter "d".
4. Space twice; type "1" and Carrier return.
5. Continue typing, inserting a Dot Leader Code on each line as indicated by the copy marker. Space twice following the Dot Leader Code for one-digit numbers.

Practice Copy:

Magnetic Tape Recording			1
Tape Console			7
Prenumbered Paper and Reference Code			16
General Typing Instructions			19
Recording Procedures			24

4. At the end of a line (cannot be entered from the Control Panel). This copy contains flush left text with dot leaders filling out the line.
- Type the part of the line which is flush left; record a Prefix Code.
 - Type the letter "d".
 - Carrier return and repeat all steps for each line.

Guide to Recording a Dot Leader Code at the End of a Line

- The "d" Code must be recorded in each line.

Hard copy for proofreading (d)

IBM "Selectric" Typewriter touch (d)

Backspace and strike over for corrections (d)

Magnetic tape with 24,000 character capacity (d)

Automatic body text composition (d)

Camera-ready output copy (d)

MARKED COPY

1 xHard copy for proofreadingd

2 IBM "Selectric" Typewriter touchd

3 Backspace and strike over for correctionsd

4 Magnetic tape with 24,000 character capacityd

5 Automatic body text compositiond

6 Camera-ready output copyd

7

8 s,

RECORD COPY

Hard copy for proofreading
 IBM "Selectric" Typewriter touch
 Backspace and strike over for corrections
 Magnetic tape with 24,000 character capacity
 Automatic body text composition
 Camera-ready output copy

OUTPUT COPY

Exercise 14—Practice recording a Dot Leader Code at the end of a line

Instructions:

1. Record the line, but do not Carrier return.
2. Record a Prefix Code.
3. Type the letter "d".
4. Carrier return.
5. Complete the project, ending each line with a Dot Leader Code.

Practice Copy:

Justify Code (d)

Flush Left Code (d)

Flush Right Code (d)

Center Code (d)

Dot Leader Code (d)

5. At the end of a justified paragraph (cannot be entered from the Control Panel). The last line of a justified paragraph will be leadered to the right margin.

- a. Complete the typing of the paragraph; record one space.
- b. Record a Prefix Code.
- c. Type the letter "d".

Guides to Recording a Dot Leader Code at the End of a Justified Paragraph

- After the text, you must space before the "d" Code.
- At the beginning of the next justified paragraph you must record the Justify Code again.

j The amount of white space separating the dots in dot

leadering will be determined by a Control Panel entry at

the MT "Selectric" Composer. The dots will be vertically

aligned on the output copy.

s *d* *2* [2CR]

j The Dot Leader Code may be recorded at the beginning of a line.

MARKED COPY

1 *xj* The amount of white space separating the dots in dot leadering

2 will be determined by a Control Panel entry at the MT "Selectric"

3 Composer. The dots will be vertically aligned on the output copy. *d*

4

5 *j* The Dot Leader Code may be recorded at the beginning of a line.

6

7 *s*,

8

RECORD COPY

The amount of white space separating the dots in dot leadering will be determined by a Control Panel entry at the MT "Selectric" Composer. The dots will be vertically aligned on the output copy.

The Dot Leader Code may be recorded at the beginning of a line.

OUTPUT COPY

6. As an entire line (cannot be entered from the Control Panel).
 - a. Type a period.
 - b. Record a Prefix Code.
 - c. Type the letter "d".
 - d. Carrier return.
 - e. Repeat these steps for each line of dot leaders required.

Exercise 15—Practice recording a Dot Leader Code at the end of a justified paragraph

Instructions:

1. Record a Prefix Code.
2. Type the letter "j".
3. Record the paragraph, but do not Carrier return after the period.
4. Space once.
5. Record a Prefix Code.
6. Type the letter "d".
7. Carrier return.

To dot leader an entire line:

1. Carrier return.
2. Type a period.
3. Record a Prefix Code.
4. Type the letter "d".
5. Carrier return twice.
6. Begin the next paragraph with a Justify Code.

Practice Copy:

j The faster pace of business today demands more of all beginning office workers--more highly developed skills and increased technical "know-how." Company training programs take for granted that basic skills have already been mastered. Employers expect that new people will be quickly productive and will meet the requirements for a faster, more efficient flow of paper work. s(d) [2 CR]

.(d) [2 CR]

j New employees must have the ability and confidence to handle independently a growing volume of detailed assignments.

Format Codes

Format Codes are a second group of Composer Control Codes. They are instructions recorded on tape to control line length on the output copy. The two Format Codes are:

m ---	for Measure
i ---	or i ,
	for Indent

The Measure Code indicates line length for Justify, Flush Right, Center, and Dot Leader Modes. The Indent Code spaces in the left margin a specified number of units and thus reduces the length of the printed output line. The actual measure (line length) stored in the machine is not changed.

The Measure and Indent Codes may be recorded on tape or may be entered from the output unit Control Panel. To record a Format Code, first record a Prefix Code. Then type the appropriate character, such as "i" for an Indent Code. (Remember, this character will print in red as do the Mode Codes, since it is also preceded by a Prefix Code.) The Measure Code is always followed by a value and a comma. The Indent Code is always followed by a value and a comma or just a comma.

When the tapes you record are played back on the MT/SC output unit, the Format Codes remain effective until another Format Code is read from the tape or entered at the Control Panel.

The MT/SC output unit neither prints the character nor stops printing when it reads a Format Code; automatic playback continues.

MEASURE

The Measure determines the unit length of the output line for Justify, Flush Right, Center, and Dot Leader Modes. It is used to set or change line length at any given point in the text material.

For example: **m360**,—The number represents units for the length of line, and the comma terminates the code.

A Measure Code must always be followed by a number and a comma. If the comma is omitted, there will be an error in the output copy.

To Record a Measure Code

1. Record a Prefix Code.
2. Type the letter "m".
3. Type the number of units marked on the copy.
4. Type a comma.

Guides to Recording a Measure Code

- Terminate the Measure Code by a comma. This is a must because the comma completes the instruction. If the comma is missing, the first character following the code will not print on the output copy.
- Use the numeral one (1) when that number is required in recording the unit value. Never use the lowercase letter "i" for the number one. If the letter "i" appears within a Measure Code, the remainder of the Code will print out as part of the text.

① ③ 336,

1 A typist records from a manuscript which has been coded for the MT/SC by a copy marker. As the manuscript is recorded and stored on magnetic tape, typed copy is produced.

① ③ 266,

1 Codes, which print in red on the typed copy, are recorded on the tape by a series of keyboard functions which can be easily incorporated with "touch typing." These codes will regulate the arrangement of the output copy.

① ③ 336,

1 Once copy has been recorded on tape, it is possible to incorporate author's alterations without retyping the entire manuscript.

MARKED COPY

1 xjm336,A typist records from a manuscript which has been coded

2 for the MT/SC by a copy marker. As the manuscript is recorded

3 and stored on magnetic tape, typed copy is produced.

4

5 m266,Codes, which print in red on the typed copy, are recorded

6 on the tape by a series of keyboard functions which can be

7 easily incorporated with "touch typing." These codes will

8 regulate the arrangement of the output copy.

9

0 m336,Once copy has been recorded on tape, it is possible to

1 incorporate author's alterations without retyping the entire

2 manuscript.

3

4 s,

RECORD COPY

A typist records from a manuscript which has been coded for the MT/SC by a copy marker. As the manuscript is recorded and stored on magnetic tape, typed copy is produced.

Codes, which print in red on the typed copy, are recorded on the tape by a series of keyboard functions which can be easily incorporated with "touch typing." These codes will regulate the arrangement of the output copy.

Once copy has been recorded on tape, it is possible to incorporate author's alterations without retyping the entire manuscript.

OUTPUT COPY

Exercise 16—Practice recording a Measure Code

Instructions:

1. Record a Justify Code.
2. Record a Prefix Code.
3. Record the letter "m".
4. Type the number 281. (Be sure to use the number one, not the letter "l".)
5. Type a comma.
6. Complete the project.

Practice Copy:

(j) (m) 281,
1 FORMAT CODES [2 CR]

¹⁰ The Format Codes are recorded instructions which control line length. The MT/SC output unit neither prints Format Codes nor stops the printing when they are read.

(m) 240,
1 Measure Code [2 CR]

∇ The Measure Code determines the length of the output line in certain modes. It is expressed in terms of units. The Measure Code is recorded as an "m" followed by a number and a comma.

(m) 201,
1 Indent Code [2 CR]

∇ The Indent Code will automatically indent all subsequent lines a given number of units. It is recorded as an "i" followed by a number and a comma.

INDENT

An Indent Code will automatically indent all subsequent lines a given number of units. The actual measure is not changed. The indent value must be smaller than the measure. Indents may be used for applications such as runarounds.

For example: **i20**, tells the machine to indent all lines following 20 units.

To cancel the indent, record an Indent Cancel Code by typing **i,**. (The **i**, with no number represents an indent of zero units.)

Indent and Indent Cancel Codes must always be ended with a comma. If the comma is omitted, there will be an error in the output copy.

To Record an Indent Code

1. Record a Prefix Code.
2. Type the letter "i".
3. Type the number of units for the indent.
4. Type a comma.

Guides to Recording an Indent Code

- Terminate an Indent Code by a comma. This is a must, since the comma completes the instruction. If the comma is missing, one or more characters will not print on the output copy.
- Use the numeral one (1) when that number is required in recording the unit value. Never use the lowercase letter "i" for number one. If the letter "i" appears within an Indent Code, the remainder of the Code will print out as part of the text.

To Record an Indent Cancel Code

1. Record a Prefix Code.
2. Type the letter "i".
3. Type a comma.

Guide to Recording an Indent Cancel Code

- Terminate an Indent Cancel Code by a comma. This is a must, since the comma completes the instruction. If the comma is missing, one or more characters will not print on the output copy.

j m 336,

1 A typist records from a manuscript which has been coded
for the MT/SC by a copy marker. As the manuscript is re-
corded and stored on magnetic tape, typed copy is produced. [2CR]

i 70, Codes, which print in red on the typed copy, are recorded
on the tape by a series of keyboard functions which can be
easily incorporated with "touch typing." These codes will
regulate the arrangement of the output copy. i, [2CR]

Once copy has been recorded on tape, it is possible to in-
corporate author's alterations without retyping the entire manu-
script.

MARKED COPY

1 xjm336,A typist records from a manuscript which has been coded for

2 the MT/SC by a copy marker. As the manuscript is recorded and

3 stored on magnetic tape, typed copy is produced.

4

5 i70,Codes, which print in red on the typed copy, are recorded on

6 the tape by a series of keyboard functions which can be easily

7 incorporated with "touch typing." These codes will regulate the

8 arrangement of the output copy.i,

9

0 Once copy has been recorded on tape, it is possible to incorporate

1 author's alterations without retyping the entire manuscript.

2

3 s,

RECORD COPY

A typist records from a manuscript which has been coded for the
MT/SC by a copy marker. As the manuscript is recorded and stored on
magnetic tape, typed copy is produced.

Codes, which print in red on the typed copy, are
recorded on the tape by a series of keyboard functions
which can be easily incorporated with "touch typing."
These codes will regulate the arrangement of the output
copy.

Once copy has been recorded on tape, it is possible to incorporate
author's alterations without retyping the entire manuscript.

OUTPUT COPY

Exercise 17—Practice recording Indent and Indent Cancel Codes

Instructions:

1. Record a Justify Code.
2. Record a Measure Code.
3. Begin recording the project.
4. Record a Prefix Code at the beginning of the second paragraph.
5. Type the letter "i".
6. Type the number 175.
7. Type a comma.
8. Do not Carrier return at the end of the second paragraph.
9. Record a Prefix Code.
10. Type the letter "i".
11. Type a comma.
12. Carrier return and complete the project.

Practice Copy:

j *m* 350,
1

You have now been introduced to the benefits of recording on magnetic tape. You might compare recording on magnetic tape to typing rough drafts. *[2 CR]*

i 175,
1

When you are typing a rough draft, you type at your fastest speed. Errors don't bother you, because you can strike over, cross out, use faster correction techniques. *i*, *[2 CR]*

When you are recording on the MT/SR, you can also type at your fastest speed. Any errors you make can be corrected merely by backspacing and striking over. You have created a perfect tape to play back without erasing.

Exercise 18—Practice recording an Indent Code in the middle of a line

Instructions:

1. Record a Center Code and a Measure Code and type the first line.
2. Carrier return twice.
3. Record a Justify Code.
4. Record the first paragraph
5. Carrier return twice.
6. Type the first word; record the Indent Code and space once.*
7. Type the remainder of the paragraph at the left margin. End with an Indent Cancel Code.
8. Complete the project by following the marked copy.

Practice Copy:

(c)(m)240,

PRERULED PAPER

(j) Occasionally the copy marker may ask you to record on preruled paper. This helps in counting characters for copyfitting. Typically, preruled paper would have the following:

(i)24,

Numbers¹ at the left edge, similar to the prenumbered paper with which you are familiar. (This facilitates line counting when making a Correction Tape.) (i),

(i)24,

Vertical¹ lines drawn one inch apart across the paper. These lines speed up the copy marker's character counting, since on a typewriter there are either 10 (pica) or 12 (elite) characters to a horizontal inch. (i),

When requested to use the preruled paper, set your margins even with the first and last vertical lines. End lines near the vertical line.

*You may record the Indent Code adjacent to the word preceding or the word following, whichever you prefer. However, you will find it more convenient to standardize on one procedure.

Arrangement Codes

Arrangement Codes are a third group of Composer Control Codes. They are recorded to produce indented and columnar projects. The two Arrangement Codes are:

<p>o for Outline t for Tabulation</p>

The Outline Code produces copy similar to justified copy, but with some of the lines indented from the left margin. The Tabulation Code allows complex columnar projects to be produced with few recorded codes.

The Outline and Tabulation Codes must be recorded on tape. They cannot be entered at the Control Panel. To record an Arrangement Code, first record a Prefix Code. Then type the appropriate character, such as "o" for an Outline Code. The Arrangement Codes print in red, as do the other code characters preceded by a Prefix Code.

With each output unit is a special prerecorded magnetic tape called a preconditioning tape. The "Precon" tape is entered into the MT/SC to control its internal functions. The Precon tape has four Reference Code positions identified as 256, 260, 261, and 259. Precon 256 is considered the basic MT/SC condition. Almost any copy can be produced with Precon 256; however, indented and columnar projects are more easily coded when Precons 260 and 261, respectively, are used. Indented projects recorded with the Outline Code can only be produced with Precon 260; columnar projects recorded with the Tabulation Code, with Precon 261 only. Precon 259 allows the MT/SC to produce horizontal rules between paragraphs and at various positions within text copy. The Horizontal Rule Code will be discussed shortly.

When tapes containing Outline Codes are played back on the MT/SC output unit, Precon 260 must be in the machine for the Outline Code to be recognized.

When tapes containing Tabulation Codes are played back on the MT/SC output unit, Precon 261 must be in the machine for the Tabulation Code to be recognized.

The MT/SC output unit neither prints the character nor stops printing when it reads an Arrangement Code; automatic playback continues.

OUTLINE

Outline copy is output copy with justified text, but with paragraphs indented at different levels from the established left margin. On the output unit, an Outline Code will produce copy that is indented from the left margin and then justified by expanding the spaces between words whatever amount is

required to make all lines end exactly at the right margin. The overall line length for outline copy is determined by the measure recorded on tape or entered at the output unit Control Panel.

To Record an Outline Code

1. Record a Prefix Code.
2. Type the letter "o".
3. Begin typing text copy.

Guides to Recording for Outline Copy

- Follow the guides to recording for justified copy.
- Tab as indicated by the copy marker before typing each line.

- ⑥ I. ⁶ There are 7 English alphabet type styles or families of type available for your IBM "Selectric" Composer.
- A. ¹² Each type family has a full range of different point sizes. The Composer point sizes vary from 6 to 12 points.
- B. Different weights of type for each type family are provided.

MARKED COPY

- 1 xoI. There are 7 English alphabet type styles or families of
- 2 type available for your IBM "Selectric" Composer.
- 3
- 4 A. Each type family has a full range of different
- 5 point sizes. The Composer point sizes vary from
- 6 6 to 12 points.
- 7
- 8 B. Different weights of type for each type family
- 9 are provided.
- 0

RECORD COPY

- I. There are 7 English alphabet type styles or families of type available for your IBM "Selectric" Composer.
- A. Each type family has a full range of different point sizes. The Composer point sizes vary from 6 to 12 points.
- B. Different weights of type for each type family are provided.

OUTPUT COPY

Exercise 19—Practice recording outline copy

Instructions:

1. Set the Operation Selector Dial to Play.
 - a. Clear all tabs.
 - b. Set tabs as indicated on the marked copy.
2. Set the Operation Selector Dial to Record.
3. Record a Prefix Code.
4. Type the letter "o".
5. Record the Measure Code.
6. Type the Roman numeral one and tab.
7. Complete the project by following the marked copy. Follow carefully the tab symbols marked on the copy.

Practice Copy:

Ⓞ Ⓜ 336,

- 1 I. ¹⁵ Your red/black fabric ribbon is housed in a cartridge which makes ribbon changing quick, easy, and clean.
- A. ²⁰ To install a new ribbon cartridge, make sure the Ribbon Change Lever is at the far right.
1. ²⁵ Position the cartridge in front of the Ribbon Lifts. Slide the ribbon through the Right Ribbon Lift.
2. Slide the exposed ribbon down between the card holder and Element, and then through the Left Ribbon Lift.
3. Then place the cartridge on the two ribbon spindles and press down evenly and firmly.
4. Move the Ribbon Change Lever back to the left. This will lower the ribbon into typing position.
- B. To remove the ribbon cartridge, move the Ribbon Change Lever to the far right. This will raise the ribbon for easier removal from the Ribbon Lifts. Lift the cartridge upward and off the spindles.
- II. The ribbon cartridge provides such ease in ribbon changing that you can put on a new fabric ribbon in a matter of seconds.

TABULATION

Columnar copy is output copy arranged in columns which may be in any of the various modes except justify. To produce columnar copy, the Tabulation Code is recorded preceding a line of Modes and Measures (Mode/Measure pairs). This entire line is called a "T" Line."

t1130,r44,c63,d26,1101,r41,,

The Modes in a "T" line may be Flush Left, Flush Right, Center, or Dot Leader. Each Measure within a "T" line must be no greater than 255. Each Mode/Measure pair must be followed by a comma. The "T" line must end with two commas; one to end the last Mode/Measure pair and one to terminate the "T" line. The Prefix Code is recorded before the Tabulation Code only; therefore, no other red characters are to appear within a "T" line.

The first line of text may begin immediately following the "T" line or on the next line after the "T" line.

Sometimes a Tabulation Code followed by a comma only (stand-alone Tabulation Code) will appear in the marked copy from which you are recording. This code recalls the previous "T" line used from the memory of the output unit. It is generally used when several tables in identical format are mixed with regular text copy.

Also, the stand-alone Tabulation Code should be recorded immediately after each Reference Code in a long "T-line" project. The full "T" line is recorded at the beginning of the project; the stand-alone Tabulation Code, at each additional Reference Code in the project.

To Record a Tabulation Code Followed by a Full "T" Line

1. Record a Prefix Code.
2. Type the letter "t".
3. Record the remainder of the "T" line.
4. End the "T" line with two commas.

To Record a Stand-Alone Tabulation Code

1. Record a Prefix Code.
2. Type the letter "t".
3. Type a comma.

Guides to Recording for the Tabulation Code

- Record a Prefix Code before the "t" Code only.
- Record a comma after each Mode/Measure pair.
- End the "T" line with two commas.
- Use the numeral one (1) when that number is included in the unit value of the measure. Never use the lowercase letter "l" for number one.
- Do not space within a "T" line.
- Do not record a Prefix Code within the "T" line.
- Follow carefully the tab symbols marked by the copy marker.

(c) (m) 350, Departmental Directory
 (t) c112, c108, c56, c92,,
 Department Name
 (t) l131, l89, r40, r71,,
 Administrative Services John Jones 3475 879
 Manufacturing D. W. Shirley 5082 557
 Printing Services J. K. Louis 2417 435
 Secretarial Services Marie White 7005 707

MARKED COPY

1 xcm350, Departmental Directory

2 tc112, c108, c56, c92,,

3 Department Name Manager Extension Dept. No.

4 tl131, l89, r40, r71,,

5 Administrative Services John Jones 3475 879

6 Manufacturing D. W. Shirley 5082 557

7 Printing Services J. K. Louis 2417 435

8 Secretarial Services Marie White 7005 707

9

RECORD COPY

Departmental Directory

Department Name	Manager	Extension	Dept. No.
Administrative Services	John Jones	3475	879
Manufacturing	D. W. Shirley	5082	557
Printing Services	J. K. Louis	2417	435
Secretarial Services	Marie White	7005	707

OUTPUT COPY

Exercise 20A—Practice recording a columnar project

Instructions:

1. Set the Operation Selector Dial for Play.
 - a. Clear all tabs.
 - b. Set tabs as indicated on the marked copy.
2. Set the Operation Selector Dial for Record.
3. Record a Prefix Code.
4. Type the letter "t".
5. Complete the "T" line; do not space within the "T" line and do not record a Prefix Code before any Mode. Type a comma after each Mode/Measure pair. End the "T" line with two commas.
6. Carrier return and complete the project.

Practice Copy:

(t) 684, 139, 179, 179, 179,,

January	¹² \$ 88 1,274	²⁴ \$ 48 6,374	³⁸ \$ 48 2,181	⁵² \$ 48 9,242
February	14,171	19,472	18,359	8,472
March	14,988	21,631	22,009	24,076
April	20,660	29,884	25,371	36,982
May	14,176	26,182	30,479	49,382
June	22,376	34,448	39,444	121,332
Total	\$87,645	\$137,991	\$137,843	\$249,486

Exercise 20B—Practice recording a columnar project with headings

Instructions:

1. Set the Operation Selector Dial for Play.
 - a. Clear all tabs.
 - b. Set tabs as indicated on the marked copy.
2. Set the Operation Selector Dial for Record.
3. Record the Center Code and the Measure Code for the major heading. Type the heading line and Carrier return.
4. Record the first "T" line.
5. Carrier return and type the two lines which make up the heading of the table. Although five tabs have been set, only four of them will be used in recording the heading lines.
6. Record the second "T" line. Notice that an additional Mode/Measure pair is required for this "T" line.
7. Notice that an additional tab is marked between columns 3 and 4. Although there is no copy to be recorded at this tab position, it is required to produce correct output copy. Because of the additional tab, the body copy will not align with the headings on the recording copy.
8. Complete the project.

Practice Copy:

© 360, MID-WESTERN CONFERENCE				
© C108, C66, C36, C102, C48,, © L117, L40, L47, L15, L93, L37,,	26	41	53	76
School	Full-time Enrollment	Tuition	Classification	Degrees Conferred
Eastern State College	8,765	\$132	Liberal Arts	1,432
Holy Mount University	19,640	130	Liberal Arts	5,123
Mrs. Simmons College	4,987	125	Teachers College	900
Perry Agric. College	4,321	85	Agric. College	876
Russell University	10,222	265	Teachers College	2,765

Additional Codes

Three additional codes—Stop Code, Fixed Space Code, and Horizontal Rule Code—complete the Composer Control Codes. They are used for special situations and must be recorded on tape. They cannot be entered from the Control Panel.

STOP CODE

The Composer Stop Code will stop the MT "Selectric" Composer at any given point. This is the code you have been recording at the end of a project so the MT "Selectric" Composer stops printing. The Stop Code is also recorded within copy to permit the output operator to make Type Font and leading changes.

For example: **s**PR-I,—The Stop Code stops the machine so the output operator can change to a Press Roman Italic Type Font. The comma ends the coded instruction.

A Stop Code recorded at the end of a justified paragraph must be recorded immediately adjacent to the last character of the paragraph. If a space separates the Stop Code from the last character, the output unit does not recognize the Stop Code and will not stop printing. In nonjustified copy, if the Stop Code and instruction is preceded and followed by a space, an extra space will appear on the output copy. A Stop Code may, however, be recorded on a line by itself such as for the end-of-project code.

All typing between the Stop Code and the comma is considered a part of the instruction and must not contain other codes, Carrier returns, tabs, or commas (such as commas used in big numbers). Remember, a comma ends the instruction. The complete instruction must be recorded on one line.

If the terminating comma is not recorded, the MT "Selectric" Composer will read through the copy until a comma is read. As a result, several lines of output copy could be omitted.

The red s-instruction-comma combination(**s**PR-M-11/13,) will not print on the output copy but will stop the MT/SC.

To Record a Composer Stop Code for Font, Leading, or Other Changes

1. Record a Prefix Code.
2. Type the letter "s".
3. Type the message.
4. Type a comma.

To Record a Composer Stop Code to End a Project

1. Record two Carrier returns.
2. Record a Prefix Code.
3. Type the letter "s".
4. Type a comma.
5. Carrier return.

Guides to Recording a Stop Code

- Terminate a Stop Code with a comma. Since the comma completes the instruction, this is an absolute must.
- Record no additional codes, Carrier returns, tabs, or commas between the **s** and the comma; i.e., the instruction must be completed on a single line.
- Record the Stop Code immediately adjacent to a word and/or another code when it is not recorded on a line by itself.

(j)(m)276,
^

New employees must have the ability and confidence to handle in-
dependently a growing volume of correspondence and detailed
assignments. ^ (S) PR-I, (S) PR-M Why? ^ Because the people to whom they report often
lack time to do it themselves. And this work must be delegated to
persons who can use both sound judgment and productive skills to
complete jobs correctly, on time--and on their own initiative.

MARKED COPY

1 xjm276, New employees must have the ability and confidence to handle
2 independently a growing volume of correspondence and detailed
3 assignments. spr-i, Why? spr-m, Because the people to whom they report
4 often lack time to do it themselves. And this work must be delegated
5 to persons who can use both sound judgment and productive skills to
6 complete jobs correctly, on time--and on their own initiative.
7
8 s,

RECORD COPY

New employees must have the ability and confidence to
handle independently a growing volume of correspondence
and detailed assignments. *Why?* Because the people to
whom they report often lack time to do it themselves. And
this work must be delegated to persons who can use both
sound judgment and productive skills to complete jobs
correctly, on time--and on their own initiative.

OUTPUT COPY

Exercise 21A—Practice recording Stop Codes for Font changes

Instructions:

1. Record a Prefix Code.
2. Type the letter "s".
3. Type the message.
4. Type a comma.
5. Complete the project, following Steps 1 through 4 for each Stop Code at the beginning of a line.
6. In the second paragraph, record through the word "at" and space once before the Stop Code message.
7. Type the Prefix Code and the letter "s".
8. Type the message.
9. Type the comma.
10. Type the word "any" and space once.*
11. Complete the project, following the marked copy.

Practice Copy:

(j) (m) 216, (S) PR-B-11/12,
^ ADDITIONAL CODES

(S) PR-M-10/12,

^ Two additional codes, the Stop Code and Fixed Space Code, are among the Composer Control Codes. They are used for special situations and must be recorded on the tape.

(S) PR-B,

^ STOP CODE

(S) PR-M,

(S) PR-I, (S) PR-M,

^ The Composer Stop Code will stop the MT "Selectric" Composer at ^ any ^ given point. This is the same code you have been recording at the end of a project to stop the printing at the output unit.

(S) PR-B,

^ FIXED SPACE CODE

(S) PR-M,

^ The Fixed Space Code is used in justified copy when the copy

marker wants (S) PR-I, (S) PR-M, more than one ^ space or when a nonexpandable, 3-unit

space is required. Remember, on the output unit, spaces between words will be expanded in order to justify copy.

*You may record the Stop Code adjacent to the word preceding or the word following, whichever you prefer. However, you will find it more convenient to standardize on one procedure.

Exercise 21B—Practice recording Stop Codes for leading changes

Instructions:

1. Set the Operation Selector Dial for Play.
 - a. Clear all tabs.
 - b. Set a tab 20 spaces from the left margin. The distance you tab on input does not affect output. The tab set in 20 spaces will allow sufficient space to record coding.
2. Set the Operation Selector Dial for Record.
3. After typing the Stop Code, type the message and a comma. The message does not require you to make any machine adjustment; it is an instruction for the output operator.
4. Complete the project as marked.

Practice Copy:

(j) (m) 252, (S) PR-B-11/12,
^ BASIC MACHINE FACTS [2CR]

(S) +4pt - PR-M,

^ 20
The IBM Magnetic Tape "Selectric" Recorder uses a 9-channel magnetic tape. This tape code is unique to the "Selectric" Typewriter and is not compatible with any other equipment. (S) +2pt, [1CR]

20
The tape has a parity check channel to insure a high percentage of accuracy. Bits are recorded on the tape corresponding to the latches to be pulled down on the "Selectric" Composer to select the character. (S) +2pt, [1CR]

20
If these bits total an even number, the machine automatically records a bit in the parity check channel to make the bit configuration equal an odd number. (S) +2pt, [1CR]

20
On the MT/SR and MT/ST all character codes must equal an odd number.

FIXED SPACE CODE

The Fixed Space Code is used primarily in justified copy when the copy marker wants more than one space or when a nonexpandable, 3-unit space is required. Remember, on the output unit, regular spaces between words are expanded in order to justify copy.

The copy marker may specify Fixed Space Codes to leave space within an ellipsis or to align numbers.

On your hard copy, a Fixed Space Code will be represented by a red comma.

To Record a Fixed Space Code

1. Record a Prefix Code.
2. Type a comma.

Guide to Recording a Fixed Space Code

- Do not record a space, tab, or Carrier return following a Fixed Space Code unless specified by the copy marker. The word following a Fixed Space Code should be typed on the same line.

9. When recording for justified copy, line endings as they appear on the original copy are disregarded. Typing continues to the right margin. [2CR]
10. For nonjustified copy, lines are typed exactly as they appear on the original copy unless they are marked to end otherwise.

MARKED COPY

9. When recording for justified copy, line endings as they appear on the original copy are disregarded. Typing continues to the right margin.
10. For nonjustified copy, lines are typed exactly as they appear on the original copy unless they are marked to end otherwise.

RECORD COPY

9. When recording for justified copy, line endings as they appear on the original copy are disregarded. Typing continues to the right margin.
10. For nonjustified copy, lines are typed exactly as they appear on the original copy unless they are marked to end otherwise.

OUTPUT COPY

(j)(m) 316,
1

As enrollment continues to increase, teachers are finding
their schedules overflowing with work: more tests to grade

more assignments to evaluate and often more
classes to teach.

MARKED COPY

-
- 1 xjm316,As enrollment continues to increase, teachers are finding
2 their schedules overflowing with work: more tests to grade,.,.,.,more
3 assignments to evaluate,.,.,.,and often more classes to teach.
4
5 s,
6

RECORD COPY

As enrollment continues to increase, teachers are finding their
schedules overflowing with work: more tests to grade . . . more
assignments to evaluate . . . and often more classes to teach.

OUTPUT COPY

Exercise 22A—Practice recording a Fixed Space Code within an ellipsis

Instructions:

1. Record a Justify Code and a Measure Code at the beginning of the paragraph.
2. Record the project through the word "grade." Do not space.
3. Record a Prefix Code.
4. Type a comma. Do not space.
5. Type the first dot of the ellipsis.
6. Repeat Steps 3, 4, and 5 for the remaining dots in the ellipsis.
7. Type the next word immediately following the last Fixed Space Code.
8. Complete the project, following the marked copy.

Practice Copy:

(j)(m) 288,

As school enrollments continue to increase, teachers are finding their schedules overflowing with work: more tests to grade more assignments to evaluate and often more classes to teach.

Exercise 22B—Practice recording a Fixed Space Code in justified copy

Instructions:

1. Record 2 Fixed Space Codes and type the first line, inserting the Indent Code as marked on the copy.
2. Complete the project, following the marked copy.

Practice Copy:

8 The plastic Tape Cartridge houses the magnetic tape. The tape feeds into the machine through an opening in the lower, rear corner of the Cartridge. (i) 24, [2CR]

9 The Tape Cartridge fits snugly over the Station Hub by being pushed into place. Pull the Cartridge off with a sideways rocking motion. (i) 24, [2CR]

10 When the Tape Cartridge is on the machine, it is protected by the Station Cover. When this plastic cover is down, it is locked into place by a tiny pin.

HORIZONTAL RULE CODE

Output of copy with Horizontal Rule Codes (Prefix Code plus an "h") will have a series of dashes inserted to expand the lines to a specified measure.

The Horizontal Rule Code may be recorded in the same positions as the Dot Leader Code—on a line by itself, at the beginning of a line, in the middle of a line, at the end of a line, or at the end of a justified paragraph.

When tapes containing Horizontal Rule Codes are played back on the MT/SC

output unit, Precon 259 must be in the machine for the Horizontal Rule Code to be recognized.

To Record a Horizontal Rule Code

1. On a line by itself. The output copy will have a solid line of dashes the width of the printed column.
 - a. Carrier Return.
 - b. Record a Prefix Code.
 - c. Type the letter "h".
 - d. Carrier return.
 - e. Begin typing the text copy.

(j)AWNINGS, 7 used, good cond. various szs., prices. ACE AWNING
COMPANY, Logan 695-3359.

(h)
CASH REG. - National elec. \$250; safe \$50; lockers \$9. Smythes,
5620 Market. 798-6532

(h)

MARKED COPY

1 xjAWNINGS, 7 used, good cond. various szs., prices. ACE AWNING COMPANY,

2 Logan 695-3359.

3 h

4 CASH REG. - National elec. \$250; safe \$50; lockers \$9. Smythes, 5620

5 Market. 798-6532.

6 h

7

RECORD COPY

AWNINGS, 7 used, good cond.
various szs., prices. ACE
AWNING COMPANY, Logan
695-3359.

CASH REG. - National elec.
\$250; safe \$50; lockers \$9.
Smythes, 5620 Market. 798-6532.

OUTPUT COPY

2. At the beginning of a line. The output copy is similar to copy with dot leaders inserted in the white space to the left of text. However, when the Horizontal Rule Code is recorded, the white space to the left of text is filled with a series of dashes instead of dots.
 - a. Record a Prefix Code.
 - b. Type the letter "h".
 - c. Type the text.
 - d. Carrier return and repeat all steps for each line marked with a Horizontal Rule Code.

(j) A Horizontal Rule Code may be recorded to produce output copy with a series of 8-unit dashes as follows: [2CR]

(h) ————— at the beginning of a line
 ————— in the middle of a line
 ————— at the end of a line
 ————— as an entire line

MARKED COPY

xjA Horizontal Rule Code may be recorded to produce output copy with

2 a series of 8-unit dashes as follows:

3

4 hat the beginning of a line

5 hin the middle of a line

6 hat the end of a line

7 has an entire line

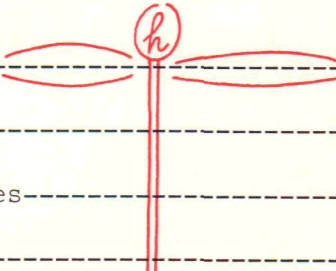
RECORD COPY

A Horizontal Rule Code may be recorded to produce output copy with a series of 8-unit dashes as follows:

————— at the beginning of a line
 ————— in the middle of a line
 ————— at the end of a line
 ————— as an entire line

OUTPUT COPY

3. In the middle of a line. In the output copy, dashes will separate flush left and flush right text.
- Type the part of the line which is to be flush left; record a Prefix Code.
 - Type the letter "h".
 - Type the part of the line which is to be flush right.
 - Carrier return and repeat all steps for each line marked with a Horizontal Rule Code.

Glenn Jensen  3839
Jack Knight-----2463
Robert Knowles-----4864
Howard Lewis-----5126

MARKED COPY

1 xGlenn Jensenh3839

2 Jack Knight h2463

3 Robert Knowles h4864

4 Howard Lewis h5126

5

RECORD COPY

Glenn Jensen -----3839
Jack Knight -----2463
Robert Knowles -----4864
Howard Lewis -----5126

OUTPUT COPY

4. At the end of a line. The output copy has flush left text with dashes filling out the line.
 - a. Type the part of the line which is to be flush left; record a Prefix Code.
 - b. Type the letter "h".
 - c. Carrier return and repeat all steps for each line marked with a Horizontal Rule Code.

David Adkins h-----
Robert Cooper-----
Don Forester-----
Tom Parker-----

MARKED COPY

-
- 1 xDavid Adkins
 - 2 Robert Cooper
 - 3 Don Forester
 - 4 Tom Parker
 - 5

RECORD COPY

David Adkins _____
Robert Cooper _____
Don Forester _____
Tom Parker _____

OUTPUT COPY

5. At the end of a justified paragraph.
The last line of a justified paragraph will have dashes extending to the right margin.
- Complete the paragraph to be justified; record one space.
 - Record a Prefix Code.
 - Type the letter "h".

(j) When recording for justified copy, if there is a necessity to extend a line from the last word of the paragraph to the right-hand margin, simply space after the final word and record a Horizontal Rule Code. SP(h)

Since the Horizontal Rule Code does not affect the Mode in the MT/SC, there is no need to record the Justify Code at the beginning of every paragraph. SP(h)

MARKED COPY

1 xj When recording for justified copy, if there is a necessity to extend a line
2 from the last word of the paragraph to the right-hand margin, simply space
3 after the final word and record a Horizontal Rule Code. h

4

5 Since the Horizontal Rule Code does not affect the Mode in the MT/SC, there is
6 no need to record the Justify Code at the beginning of every paragraph. h

7

RECORD COPY

When recording for justified copy, if there is a necessity to extend a line from the last word of the paragraph to the right-hand margin, simply space after the final word and record a Horizontal Rule Code. _____

Since the Horizontal Rule Code does not affect the Mode in the MT/SC, there is no need to record the Justify Code at the beginning of every paragraph. _____

OUTPUT COPY

Exercise 23—Practice recording Horizontal Rule Code on a line by itself

Instructions:

1. Record a Justify Code.
2. Type the first ad and Carrier return.
3. Record a Prefix Code.
4. Type the letter "h".
5. Carrier return.
6. Complete the project as marked.

Practice Copy:

(j) (h) AWNINGS, 7 used, good cond. various szs., prices. ACE
AWNING COMPANY, Logan 695-3359.

(c) (h) ST. FRANCIS SILK SHOP
720 Jackson St. since '24
Fabrics, Women's Wear
SELLING OUT
Sales start Tues. May 12.
33 1/3 - 50% reductions
All Sales Final

(j) (h) CASH REG. - National elec. \$250; safe \$50; lockers \$9. Smythes,
5620 Market. 798-6532.

(h) CHAIRS, display tables, clothes racks, mirrors, check-out
stands, counters, gondolas, desks, home bar. All types store
fixtures. Make offer. Must vacate. 320 Olive Way. 779-3349.

(h) HOLLAND FURNITURE CO. New and used furniture. Come and browse
through our bargains. Name brands at less. Phone EL 2-7567.

(c) (h) We Buy and Sell Used Furniture
FAMOUS FURNITURE CO.
Phone 422-6789

(h)

PREPARATION OF A CORRECTION TAPE

Most typing errors are sensed immediately and corrected by line returning or backspacing and striking over. Those you do not correct immediately will be marked by the proofreader. There may also be author's changes involving additions or deletions. Author's changes may vary in length from a single word or line to several paragraphs. These corrections and changes will be reflected on your final output copy by the use of a Correction Tape. The Correction Tape will contain only the corrected lines, the new lines, and the locations of deleted lines.

Typical uses of a Correction Tape are to correct:

1. Typographical errors
2. Coding errors
3. Proofreader's corrections or author's changes.

The original and the Correction Tape will be placed on the MT/SC and lines automatically merged in the correct position during the composing operation.

Address Code

The Address Code is used only in preparing a Correction Tape. An Address Code signals the output unit to read a particular line from the Correction Tape rather than from the original tape.

An Address Code must always be followed by a number, a comma, and a Carrier return, or a comma and a Carrier return. The number, which corresponds to one of the numbered lines from the prenumbered paper, indicates the line on the original tape to be replaced. The comma terminates the code; however, the Carrier return following the comma is essential. If it is omitted, a character will be missing from the output copy.

When the output unit reads an Address Code and line number from the Correction Tape, it stores the line number in memory. When that line number is reached on the original tape, the MT/SC automatically switches to the Correction Tape to read and print the corrected line. Each line requiring a correction must have a separate Address Code. Except for deletion of an entire line, the line to be corrected is completely retyped, regardless of the correction.

An Address Code followed by just a comma and a Carrier return indicates that there are no more corrections on the tape. From that point on, the output unit will read only from the original tape.

To Record an Address Code

1. Record a Prefix Code.
2. Type the letter "a".
3. Type the number of the line to be corrected.
4. Type a comma.
5. Carrier return.

Guides to Recording an Address Code

- Always follow the Address Code by a number, a comma, and a Carrier return, or a comma and a Carrier return. The Carrier return is essential. If it should be omitted, a character will be missing on the output copy.
- Use the numeral one (1) when that number is required in recording the line number. Do not use the lowercase "l" for the number one.
- Use a separate Address Code for each line to be corrected.

The Correction Tape

The following pages cover step by step procedures for preparing Correction Tapes. You would find through experimentation that there are various ways to record a Correction Tape; however, standardization on the following procedures is recommended for consistent ease of operation.

One of the basic guides for recording a Correction Tape is that Reference Codes recorded on the Correction Tape must correspond with Reference Codes on the original tape through the last reference position which has lines to be corrected.

For example, if a tape has material recorded at seven reference positions, but the last correction to be made is on Line 15 of Reference Code 3, the Correction Tape must have three Reference Codes in addition to the correction lines.

1 xjm288, Today there is literally an information explosion. It has

(2) developed in part because of our increased ⁹population, which is more
3 highly educated and cultured than ever. Our population is consuming
4 more published material in the form of books, journals, magazines,
5 and other publications than ever before. And, in the past few
6 years, our technology has increased at a tremendously accelerated
(7) rate. The growth of scientific capabilities is stimulated by research
8 by tens of thousands of scientists hoping for publication in books,
9 in the journals, in special reports, in papers to be delivered
(10) at professional meetings. *add / CR*

1 It is not unusual for a research and development laboratory to add
2 over a thousand new special scientific reports to its research
3 library every year, in addition to the many reports of its own
(14) creation printed in-plant. ~~Furthermore, these reports are viewed and~~
(15) ~~abstracts are written and printed for distribution to staff engineers~~
(16) ~~and scientists.~~ You can see how the information explosion has placed
7 a great burden of production on both commercial and in-plant
8 publishing operations.

9

0 s,

1

2

3

4

5

*done in many areas, supported by government and other
interests. Naturally this growth has created a flood
of information prepared*

To Correct or Replace a Line

1. Record a Prefix Code.
2. Type the letter "a".
3. Type the number of the line to be corrected or replaced.
4. Type a comma.
5. Carrier return.
6. Retype the complete line including any changes. (If a numbered line has only a Carrier return recorded, this Carrier return is also considered a line.)
7. Carrier return.
8. Follow the appropriate procedure for the next correction.

xa2,

developed in part because of our increased population, which is more

The Reference Code which precedes the Address Code in the above illustration corresponds to that Reference Code on Line 1 of the original tape.

To Add a Line or Lines

1. Record a Prefix Code.
2. Type the letter "a".
3. Type the number of the line that precedes the point of addition.
4. Type a comma.
5. Carrier return.
6. Retype the entire line that precedes the point of addition; end with a Carrier return.
7. Type the additional line or lines.
8. End the last line added with a Carrier return.
9. Follow the appropriate procedure for the next correction.

a7,

rate. The growth of scientific capabilities is stimulated by research

done in many areas, supported by government and other interests.

Naturally this growth has created a flood of information prepared

To Add a Carrier Return(s)

1. Record a Prefix Code.
2. Type the letter "a".
3. Type the number of the line that precedes the point of addition.
4. Type a comma.
5. Carrier return.
6. Retype the entire line that precedes the point of addition; end with a Carrier return.
7. Insert the additional Carrier return(s).
8. Follow the appropriate procedure for the next correction.

a10,

at professional meetings.

a14,

To Delete a Line or a Carrier Return

1. Record a Prefix Code.
2. Type the letter "a".
3. Type the number of the line to be deleted.
4. Type a comma.
5. Carrier return.
6. Follow the appropriate procedure for the next correction.

a14,

creation printed in-plant.

a15,

a16,

You can see how the information explosion has placed

a,

To End the Correction Tape

1. Record a Prefix Code.
2. Type the letter "a".
3. Type a comma.
4. Carrier return.

Following is the hard copy of the completed Correction Tape for the illustration on page 82.

xa2,

developed in part because of our increased population, which is more

a7,

rate. The growth of scientific capabilities is stimulated by research done in many areas, supported by government and other interests.

Naturally this growth has created a flood of information prepared

a10,

at professional meetings.

a14,

creation printed in-plant.

a15,

a16,

You can see how the information explosion has placed

a,

To Prepare a Correction Tape for a Single Project with One Reference Code

1. Load a tape.
2. Insert plain paper.
3. Record a Reference Code.
4. Record a Prefix Code.
5. Type the letter "a".
6. Type the number of the line to be corrected.
7. Type a comma.
8. Carrier return.
9. Make the necessary correction. Remember, the line must be completely retyped.
10. Carrier return.
11. Follow Steps 4 through 10 for each line to be corrected.
12. Follow the procedure for ending a Correction Tape.

Exercise 24A—Practice recording a Correction Tape to correct lines

Instructions:

1. Load a tape.
2. Insert plain paper.
3. Record a Reference Code.
4. Record a Prefix Code.
5. Type the letter "a".
6. Type the numeral 1, indicating the line number of the first correction.
7. Type a comma.
8. Carrier return.
9. Retype the entire line, beginning with the new Mode Code. (Do not record the Reference Code again.)
10. Carrier return.
11. Follow Steps 4 through 10 for Lines 2, 10, and 12.
12. After the last word of Line 12 has been typed, Carrier return.
13. Record a Prefix Code.
14. Type the letter "a".
15. Type a comma.
16. Carrier return.
17. Remove the paper and unload the tape.

Practice Copy:

Ref
Code 1 Pg Begin all pages on Line 1.

(j)(m)400,
① ~~x~~ Today there is ⁱliterally an information explosion. It has
② developed in part because of our increased ~~pe~~ population which
3 is more highly educated and cultured than ever. Our population
4 is consuming more published material in the form of books,
5 journals, magazines, and other publications than ever before.
6 And, in the past few years, our technology has increased at
7 a tremendously accelerated rate. The growth of scientific
8 capabilities is stimulated by research done in many areas,
9 supported by government and other interests. Naturally this
⑩ growth has created a flood of inform^ation prepared by tens
1 of thousands of scientists hoping for publication in books,
⑫ in the journals, in ~~pe~~special research reports, in papers to
3 be delivered at professional meetings.
4
5 s,

Exercise 24B—Practice recording a Correction Tape to add a paragraph

Instructions:

1. Record a Reference Code.
2. Record an Address Code for Line 3.
3. Retype Line 3; record 2 Carrier returns.
4. Type the new paragraph, ending the last line with a Carrier return.
5. Record an ending Address Code (Prefix Code, letter "a", comma, and Carrier return).
6. Remove the paper and unload the tape.

Practice Copy:

Ref / Pg Begin all pages on Line 1.

1 xjm244, The hard copy prepared on the MT "Selectric" Recorder
2 goes to the proofreader which is the next step after keyboarding.
3 The proofreader finds some mistakes.
4
5 The operator now puts in a new tape and proceeds to make a
6 correction. She records a Prefix Code and the letter "a"
7 before each line to be corrected. The "a", or Address Code,
8 will act as identification for the correct line to be typed.

9

0 s,

1

2

3

4

5

6

7

8

The first line has an error, the fourth line has an error, and the seventh line has two errors — two words were omitted. These line errors are noted on the hard copy using the proofreader's marks and returned to the operator at the keyboarding station.

Exercise 24C—Practice preparing a Correction Tape to delete a paragraph

Instructions:

1. Record a Reference Code.
2. Record an Address Code for Line 6; Carrier return.
3. Follow the same procedure for Lines 7, 8, and 9.
4. Record an ending Address Code.
5. Remove the paper and unload the tape.

Practice Copy:

Ref
Code / Pg Begin all pages on Line 1.

1 xjm244, The MT/SC consists of two basic components—the IBM Magnetic
2 Tape “Selectric” Typewriter, with its familiar typewriter
3 keyboard for recording, and the new IBM Magnetic Tape
4 “Selectric” Composer for playback.

5

delete paragraph

6 A typist records from a manuscript which has been coded for the
7 MT/SC by a copy marker. As the manuscript is recorded and
8 stored on magnetic tape, typed copy is produced.

9

0 Codes, which print in red on the typed copy, are recorded on
—
1 the tape by a series of keyboard functions which can be easily
2 incorporated with “touch typing.” These codes will regulate
3 the arrangement of the output copy.

4

5 s,

6

To Prepare a Correction Tape for a Project with Multiple Reference Codes

Generally, the proofreader marks the record copy, then the Correction Tape is prepared for the initial playout so that the output copy produced is correct.

Remember, the pattern of Reference Codes on the Correction Tape must correspond with that of the original tape through the last reference position which has lines to be corrected.

In the following example the complete project has five Reference Codes; changes are to be made at Reference Code 1, Line 4 and Reference Code 3, Line 15. To make these changes, follow these steps:

1. Record Reference Code 1. Do not Carrier return.
2. Record an Address Code for Line 4 and Carrier return.
3. Retype the corrected Line 4 and Carrier return.
4. Record Reference Code 2.
5. Carrier return.*
6. Record Reference Code 3. Do not Carrier return.
7. Record an Address Code for Line 15 and Carrier return.
8. Retype the corrected Line 15; end with a Carrier return.
9. Record an ending Address Code to indicate no more corrections on the tape.

*The only instance when a Carrier return immediately follows a Reference Code is on a Correction Tape.

xa4,

the tape by a series of keyboard functions which can be easily

x

xa15,

reflects a new level of quality in direct impression

a,

Exercise 25—Practice preparing a Correction Tape to correct more than one Reference Code

Instructions:

1. Record Reference Code 1.
2. Record an Address Code for Line 12 and type the corrected line, ending with a Carrier return.
3. Record an Address Code for Line 21 and delete the Carrier return. (Use the same method as for deleting a line in a paragraph.)
4. Record Reference Code 2, for the second page of this 2-page exercise.
5. Record an Address Code for Line 2 and type the corrected line, ending with a Carrier return.
6. Record an Address Code for Line 6; retype Line 6 including the Carrier return; record the additional Carrier return.
7. Record an ending Address Code.

Ref
Code 1 Pg Begin all pages on Line 1.

1 xjm240,spr-m-11/12, With each impression, the IBM "Selectric"

2 Composer sets a new level of type quality. It produces
3 distinctive type that improves the appearance of all
4 work and permits you to produce many jobs with greater
5 economy. Every job is notable for precise alignment,
6 superb letter fit, and uniform color and density far
7 surpassing the traditional limits of direct-impression
8 typography. This outstanding type quality is made possible
9 by the unique printing action of the IBM Composer Type
0 Font, an easily handled, conveniently stored Element
1 based on the "Selectric" typing principle. It speeds

(12) the composition of ~~camear~~ ready copy, and the Composer's
3 typewriter familiarity greatly simplifies typesetting.
4 New operators become proficient quickly and your entire
5 operation becomes more productive. You can meet deadlines
6 easily even when producing complex work, such as justified copy,
7 runarounds, or flush right copy. Thus, you can handle a
8 greater volume and variety of work and perform a full
9 spectrum of typesetting services.

0

(21) CR

2 Through the innovation of a new system of type design,
3 IBM has raised the standards of direct impression typography.
4 IBM type is designed in a 9-unit system that permits
5 7 different character widths to assure graceful proportion
6 and fine letter fit. Classic type faces, proven popular
7 over the years, have been adapted to the 9-unit system
8 by master type designers. Strict quality control is maintained
9 through every stage of design and production. The IBM
0 Composer Type Fonts, which are completely interchangeable

Ref 2
Code _____ Pg _____ Begin all pages on Line 1.

1 xwith all IBM "Selectric" Composers, are assembled by
2 skilled craftsmen to assure uniform and precise reproduction.
3 Therefore, when you select type Fonts from the wide range
4 of type faces, sizes, and weights that are offered, you can
5 be sure of crisp and clear reproduction day after day, even
6 under heavy use. [2 CR]

7 The typesetting simplicity and economy offered by
8 the IBM "Selectric" Composer are the results of technological
9 advances made at the IBM research and development laboratories.

0

1 s,

2

3

4

5

6

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0

1

2

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4

5

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To Prepare a Correction Tape for Multiple Projects

When there are multiple projects recorded on a tape and several of them require corrections, record the Correction Tape exactly as you would for any other tape with more than one Reference Code.

When there are multiple projects on a tape, match Reference Code for Reference Code on the Correction Tape and the original tape through all reference positions requiring corrections.

In the following example, there are three projects on the original tape. Project One is recorded at reference positions one, two, and three; Project Two, at four, five, six, and seven; Project Three, at eight and nine.

In Project One, Line 7 of the second reference position is to be corrected. In Project Two, Line 3 of reference position five and Line 22 of reference position six are to be corrected. Project Three has no corrections. To make the Correction Tape for the above tape, follow these steps:

1. Record Reference Code 1 and Carrier return.
2. Record Reference Code 2. Do not Carrier return.
3. Record an Address Code for Line 7 and Carrier return.
4. Retype the corrected Line 7 and Carrier return.
5. Record Reference Code 3 and Carrier return.
6. Record Reference Code 4 and Carrier return.*
7. Record Reference Code 5. Do not Carrier return.
8. Record an Address Code for Line 3 and Carrier return.
9. Retype the corrected Line 3 and Carrier return.
10. Record Reference Code 6. Do not Carrier return.
11. Record an Address Code for Line 22 and Carrier return.
12. Retype the corrected Line 22 and Carrier return.
13. Record an ending Address Code.

x

xa7,

found that typing several pages at one

x

x

xa3,

the left tape is positioned for the corrected

xa22,

each project is produced in a standard

a,

*Reference Codes that do not have corrections may be recorded next to each other (xx); however, the Carrier return makes proofreading easier.

Summary: Composer Control Codes

	As Coded by Copy Marker	As Recorded by Recording Operator
<i>Mode Codes</i>		
Justify Code	(j)	j
Flush Left Code	(l)	l
Flush Right Code	(r)	r
Center Code	(c)	c
Dot Leader Code	(d)	d
<i>Format Codes</i>		
Measure Code	(m)---, (See note below.)	m---,
Indent Code	(i)---,	i---,
Indent Cancel Code	(i),	i,
<i>Arrangement Codes</i>		
Outline Code	(o)	o
Tabulation Code	(t)-----, or (t),	t-----, or t,
<i>Additional Codes</i>		
Stop Code	(s)---, or (s),	s---, or s,
Fixed Space Code	(,)	,
Horizontal Rule Code	(h)	h
Reference Code	(x)	x
Address Code	(a)---, or (a),	a---, or a,

Note: The dashes (---) indicate that a number or an instruction must come between the code character and the comma.

MT/ST COPY

As you learned earlier in this book, copy that is prepared for eventual payout on the MT/SC may be recorded with some or all of the Composer Control Codes on the magnetic tape.

You also learned that the MT/ST can be used to prepare magnetic tapes for regular typewritten work ordinarily found in an office. Basic to an understanding of this section of the book is some additional knowledge of the MT/ST for standard typing jobs.

The extent of your additional training on the MT/ST depends on how you are to use it in your daily work. If your MT/ST is used as a regular MT/ST for standard typing jobs, as well as a graphics input unit for the MT/SC, you have learned to record MT/ST codes from the Tape Console unit and to revise and update copy by transferring material from one tape to another and incorporating revisions.

When graphics material is to be revised and updated before composition and payout on the MT/SC, it may also be recorded as MT/ST copy (with no Composer Control Codes). Material recorded with no Composer Control Codes can be easily revised by following the regular MT/ST revision procedures.

However, copy that is being prepared for eventual payout on the MT/SC, should be recorded with the MT/SR Element and according to the general typing instructions you learned for recording copy for the MT "Selectric" Composer. (For quick-reference purposes, these general instructions for recording graphics material are repeated in this section on page 96.)

When revisions are complete and the material is ready for composition on the MT/SC, the final typewritten copy is sent to the copy marker to be marked with the appropriate Composer Control Codes and instructions. Then, in a final transfer operation on a Model IV MT/ST which has the capacity to record Composer Control Codes, a fully coded tape can be created.

Recording MT/ST Copy

MT/ST copy recorded for graphics can be prepared on any Model II or IV MT/ST using the MT/SR Element. On a regular

MT/ST (with no Graphics Control Switch), the keybuttons may not show the character set used for graphics. If this is the case, refer to the Composer Keyboard Reference Chart which corresponds with the MT/SR Element. On an MT/ST with a Graphics Control Switch, the Switch is set for regular MT/ST operation.

Use of MT/ST Codes

When a tape is prepared as MT/ST copy, it will be necessary to use some MT/ST codes. These codes, however, should be used only as outlined.

Backspace Code

Backspace Codes may be recorded in MT/ST copy, such as for centered headings. Before lines containing Backspace Codes are played back on the MT "Selectric" Composer, however, it is recommended that such lines be skipped and rerecorded at the left margin. Although the MT/SC reads a Backspace Code as a Feed Code, the tab which precedes a centered line in MT/ST recording would cause the line to be misplaced on output copy from the MT/SC.

Stop Code

The MT/ST Stop Code must not be used when recording MT/ST copy for graphics. The MT/SC reads the MT/ST Stop Code as a Prefix Code; therefore, it would interpret any character preceded by an MT/ST Stop Code as a Composer Control Code. The result would be a missing character on the output copy plus a possible undesirable change of format.

Feed Code

The Feed Code should be used only for deleting text. It is recommended that Feed Codes not be used to store space on the tape.

Reference Code

Reference Codes generally identify the beginning of each page of typed copy. So that you can keep track of Reference Codes, handwrite the Reference Code number in the margin as soon as the code has been recorded. Typing should begin immediately following the Reference Code. Carrier returns should not separate the text from the Reference Code.

Remember, a Reference Code followed by a Carrier return will produce a blank line on the output copy.

Since special Composer Reference Codes are recorded from the keyboard for use on the MT "Selectric" Composer, MT/ST Reference Codes are skipped and Composer Reference Codes substituted when the tape is converted for use on the MT "Selectric" Composer.

Auto Search Code

The Auto Search Code should never be recorded in MT/ST copy for graphics. An Auto Search Code will cause a line of text to be omitted by the output unit.

Stop Transfer Code

A Carrier return and a Stop Transfer Code should be recorded at the end of each page of typed material. Begin recording the next page with a Reference Code.

The Stop Transfer Code is also recorded when a stop action is required during MT/ST playback or where a change of the Operation Selector Dial is required.

The MT "Selectric" Composer will read a Stop Transfer Code as a Feed Code.

Switch Code

Although there would be little occasion to record a Switch Code in MT/ST material prepared for graphics, the MT "Selectric" Composer will read a Switch Code as a Feed Code.

Revising MT/ST Copy

MT/ST copy recorded for graphics is revised on any Model IV MT/ST by following the regular MT/ST revision procedures. The only differences in this copy and standard typed copy recorded on an MT/ST are that it has been recorded with the MT/SR Element and according to the general typing instructions for recording copy for the MT "Selectric" Composer.

Converting MT/ST Copy to Coded Copy for Graphics

After all text revisions are completed, in a final transfer operation on a Model IV MT/ST which has the capacity to record Composer Control Codes, a tape coded for graphics is created. Follow these guides during the conversion operation:

Graphics Control Switch

When converting MT/ST tapes to graphics coded tapes, set the Graphics Control Switch in the GR position.

Composer Control Codes

All Composer Control Codes are to be recorded at the keyboard according to the directions of the copy marker.

Prenumbered Paper

To obtain an accurate line count for the MT "Selectric" Composer, the copy produced during transfer should be on prenumbered paper.

Transfer Play or Transfer Adjust

The type of work being converted determines whether your MT/ST Operation Selector Dial should be set for Transfer Play or Transfer Adjust.

Transfer Play is used when the original line endings must be maintained. For example, headings preceded or followed by only one Carrier return must be transferred in Transfer Play.

Transfer Adjust is used for all material to be justified. Short heading and subheading lines which have been recorded at the left margin and followed by two Carrier returns may be transferred in Adjust.

If conditions described in the paragraphs on Transfer Play and Transfer Adjust are combined, it is necessary to switch between Transfer Play and Transfer Adjust.

Centered Lines

Skip lines which were centered on the MT/ST copy and rerecord them at the left margin.

Reference Codes

Skip or search Reference Codes on the right tape and record a Composer Reference Code (Prefix Code and "x") at Line 1 of each page of prenumbered paper. Handwrite the Reference Code number in the margin.

Stop Transfer Codes

Stop Transfer Codes may be transferred. Even though Stop Transfer Codes are read as Stop Transfer Codes during tape conversion, they will be read as Feed Codes by the MT/SC.

General Typing Instructions for Graphics Recording

Spaces

Since printed materials generally use only one space at the end of a sentence, space only once after a period, question mark, colon, or any other type of punctuation.

If the copy marker later indicates two or more spaces are required in justified copy, the extra spaces will be coded on the tape with the Fixed Space Code at the time the tape is transferred and converted for use on the MT "Selectric" Composer.

Do not space:

- for paragraph indentation
- before or after a Carrier return
- at the end of a sentence at the end of a line
- before or after a Reference Code
- before or after a tab
- before or after an em dash

Tabulation

When recording for justified copy, tab for paragraph indentation. Do not use spaces.

Hyphenated Words

Never hyphenate words at the end of a line. Hyphenation is controlled at the output unit.

Words such as mother-in-law and No. A-890, etc., must be typed with the complete word on one line. For example:

Bob is very fond of his mother-in-law
and his sister-in-law.

To Correct Immediate Errors

Use the familiar MT/ST methods of backspacing or line returning to correct typographical errors.

Paragraph Identification

Paragraphs are identified as in regular typing.

Flush paragraphs—all lines beginning at the left margin—are separated by two or more Carrier returns.

Indented paragraphs—the first line beginning farther from the left margin than the other lines—are separated by a

Carrier return/tab combination or multiple Carrier returns and a tab.

Carrier Returns

Carrier returns should not be recorded before or after a Reference Code. Insert paper manually.

To Record for Justified Copy

- Disregard line endings as they appear on the original copy. Type until you reach the right margin.
- Tab only once for paragraph indentation
- Do not put extra spaces or Carrier returns in the copy.
- Do not hyphenate words at the end of a line.
- Do not record an em dash at the end of a line.

To Record for Nonjustified Copy

(Nonjustified copy in recording MT/ST copy for graphics refers primarily to flush left, centered, and flush right headings which are combined with justified text.)

- Type lines exactly as they appear on the copy unless they have been marked to end otherwise.
- Type all lines, including centered headings, at the left margin.
- Do not put extra spaces or Carrier returns in the copy.
- Do not hyphenate words at the end of a line.

MINIMUM CODED COPY FOR GRAPHICS

In the discussion of MT/ST copy recorded for eventual playout on the MT/SC, you learned that after text revisions are complete, the tape is placed on a Model IV MT/ST with the capacity to record Composer Control Codes. In a final transfer operation, a tape coded for graphics is created.

It is also possible to easily revise and update material that has been originally recorded with a minimum number of graphics codes. This minimum coded copy for graphics can be prepared on any Model II or IV MT/ST which has a Graphics Control Switch. As you know, the Graphics Control Switch is what gives an MT/ST the capacity to record Composer Control Codes. Minimum coded copy refers to material recorded with Composer Stop Codes and Composer Reference Codes only. By limiting the codes to these two, revision is as simple as for regular MT/ST copy.

When copy has been prepared with a minimum number of Composer Control Codes, the final revision for creating a fully coded tape can often be eliminated. If the codes and instructions indicated by the copy marker can be easily entered at the Control Panel of the output unit, the tape with the last text revisions can be sent directly to the MT/SC.

Recording Minimum Coded Copy

As for all copy recorded for graphics, minimum coded copy should be prepared with the MT/SR Element and according to the general typing instructions for recording copy for the MT "Selectric" Composer. The Graphics Control Switch is set at GR.

Prenumbered Paper

To maintain an accurate line count for the MT "Selectric" Composer at all times, copy should be prepared on prenumbered paper. (If, for any reason, it is more desirable to prepare the copy on plain paper, a plastic overlay strip or sheet with line identification numbers will provide the necessary line count when needed.)

Composer Reference Codes

Record a Composer Reference Code (Prefix Code and "x") at Line 1 of each page of prenumbered paper. Handwrite

the Reference Code number in the margin.

When the tape is played back on a Model II or IV MT/ST with the Graphics Control Switch set at GR, the machine will stop when it comes to a Composer Reference Code. (If the Graphics Control Switch on the MT/ST should inadvertently be set at MT, the machine will also stop for a Composer Reference Code except in Transfer.)

Composer Stop Codes

Record a Composer Stop Code at the end of each project as you would for fully coded copy.

When the tape is played back on a Model II or IV MT/ST with the Graphics Control Switch set at GR, the machine will not stop when it reads a Composer Stop Code. (If the Graphics Control Switch on the MT/ST should inadvertently be set at MT, the machine will stop for a Composer Stop Code except in Transfer.)

To End a Project

So that printing at the output unit will stop after the last line of a project, follow the same end-of-project procedure you have used for fully coded tapes (Carrier return/Carrier return/Prefix Code/s/,/Carrier return) for all but the last project.

When the last project has been recorded and the tape is to be removed from the MT/ST, record the usual end-of-project procedure plus one additional Composer Reference Code. The end of the last project will appear as follows:

6	their own initiative.
7	
8	s,
9	x

This last Composer Reference Code will stop playback on the MT/ST when the last project has played out. As with regular MT/ST recording, the Reference Code at the end of recording also enables you to search to the unused portion of the tape without playing out the last recorded page.

To Record Additional Projects

If you want to record an additional project(s) on a tape which has already been removed from the MT/ST, follow the procedure outlined below:

1. Search to the last Reference Code recorded.
2. Record another Composer Reference Code.
3. Begin typing the additional project(s).

The Reference Code which ended the previous recording will not be followed by text. It is important, however, that this extra Reference Code be noted on the record copy and/or logbook. If there should ever be a need to prepare a Correction Tape for this original recording, it would be necessary to know the exact number of Reference Codes recorded on the original tape.

REF. NO.	DESCRIPTION
1	mode Codes, p.1
2	" " p.2
3	_____
4	Type Styles, p.1
5	" " p.2
6	_____

Exercise 26A—Practice recording minimum coded copy

Instructions:

Machine Adjustments:

1. Set the Graphics Control Switch for GR.
2. Use the MT/SR Element.
3. Use prenumbered paper.

To Record:

1. Record a Composer Reference Code on Line 1 of each prenumbered page.
2. Complete the project. (Remember to record the centered heading at the left margin.)
3. Record a Composer Reference Code at the end of the entire project.

Playback:

Play back and correct any errors you may have missed. Since you will use this tape for Exercise 27, you will need a perfect tape.

Practice Copy:

MODE CODES

Mode is a term used to describe a condition within the machine which causes output copy to print in particular arrangements such as copy printed flush left or right, centered, justified, or with dot leaders. Codes to control this arrangement of output copy may be recorded on tape or entered from the Control Panel.

Justified copy has even left and right margins. To record a Justify Code, record a Prefix Code, type the letter "j", and begin typing text copy.

Flush left copy has even left margins and uneven right--as you are accustomed to seeing in regular typewritten work. The output lines will be identical to the lines as you recorded them. To record a Flush Left Code, record a Prefix Code, type the letter "l", and begin typing.

Centered lines have equal amounts of white space to the left and right of the typewritten material. To record a Center Code, record a Prefix Code, type the letter "c", and begin typing.

Flush right copy has even right margins, but the copy is uneven at the left. To record a Flush Right Code, record a Prefix Code, type the letter "r", and begin typing.

Dot leadered copy contains dots (periods) to fill out space at the ends of lines, at the beginnings of lines, or to lead the eye as it travels across a page to read columns of information. To record a Dot Leader Code at the beginning of a line, record a Prefix Code, type the letter "d" at the beginning of the line, and type the copy immediately following the "d". To record a Dot Leader Code for the end of a line, type your text material first and follow it with the code. To use dot leaders to fill in between columns, type the flush left part of the line first, record the code, and follow this with the flush right part of the line.

Exercise 26B—Practice recording outline format as minimum coded copy

Instructions:

1. Set margins for a 70-space writing line.
2. Set tabs 10, 15, and 20 spaces from the left margin.

To Record:

1. Follow the recording procedures you learned for recording outline copy with the Outline Code. (You will recall that a Carrier return and a tab or tabs were recorded for each line.)
2. Follow the instructions given for Exercise 26A.

Practice Copy:

- I. There are 5 English alphabet type styles or families of type available for your IBM "Selectric" Composer. Individual Composer type styles are Press Roman, Bodoni, Aldine Roman, Pyramid, and Univers.
 - A. Each type family has a full range of different point sizes. The Composer point sizes vary from 7 to 12 points.
 - B. Different weights of type for each type family are provided. The common weight distinctions are medium, italic, and bold, although occasionally there will be a light weight or condensed style.

II. Also, there are specialized Fonts to afford greater flexibility with your Composer. These Fonts may be obtained in many of the styles, sizes, and weights of the English alphabet Fonts.

A. To satisfy multilingual composing requirements, Latin, Germanic, and Nordic language Fonts are available. Keyboard reference charts accompanying the Fonts show the location of the new characters.

1. Machines designed to compose foreign language material are equipped with a Velocity Control Dial. Some of the foreign language characters are a different size from those on the English language Fonts. The Velocity Control Dial changes the impression when typing the special characters.
2. Your Composer is also equipped with a Dead Key Disconnect. The dead key system assures precise positioning of accent marks by preventing horizontal escapement when an accent mark is printed.

B. Technical printing applications are another specialized area, primarily for the stand-alone Composer. Many of the constructions and symbols required are available on the Greek, Technical, and Mathematical Symbols Fonts.

Revising Minimum Coded Copy

Minimum coded copy is revised during a transfer operation on a Model IV MT/ST which has a Graphics Control Switch. The Graphics Control Switch is set at GR during revision.

Revision is easier when the MT/ST is equipped with Code Conversion/Active Keyboard. Although Code Conversion is an optional feature for the regular MT/ST, it is a standard feature on any MT/ST with a Graphics Control Switch.

Code Conversion/Active Keyboard

Code Conversion enables you to create an updated tape which corresponds with the hard copy produced from a transfer adjust operation. Carrier Return Codes on the updated tape correspond with Carrier returns on the hard copy; and spaces on the tape correspond to spaces on the hard copy.

Carrier Returns to Spaces

In a transfer adjust operation, a Carrier Return Code read outside the Margin Adjust Zone is converted to a space both on the paper and on the left tape. The Carrier Return Code and Feed Code remain on the right tape but do not transfer to the updated tape.

Spaces to Carrier Returns

In the same manner, a space read in the Margin Adjust Zone causes the Carrier to return and a Carrier Return Code and Feed Code to record on the updated tape. Again, the right tape is not affected.

With Code Conversion/Active Keyboard, material is recorded directly on the updated (left) tape when the Operation Selector Dial is set for Transfer.

When a transfer operation is stopped (by depressing the Stop Button, by transferring a Stop Transfer Code, or by turning the Playback Mode Dial to Line, Word, or Character), only the Left Station lights will be on. The MT/ST is automatically in Record L. There is no need to change the Operation Selector Dial to its Record L position.

Prenumbered Paper

Playout during transfer should be on prenumbered paper. Additions and deletions may cause the original line numbers to change, thus it is necessary to once again identify all lines by the correct number.

Reference Codes

Skip or search Reference Codes on the right tape and record new ones on Line 1 of each updated page and at the end of the entire project.

Composer Reference Codes should not be transferred in Transfer Adjust since the Carrier return which is the last character of the Reference Code will transfer as a space if it is read outside the Margin Adjust Zone. Also, it should be noted that in either Transfer Play or Transfer Adjust at least one character, word, or line (depending on the setting of the Playback Mode Dial) will always transfer with the Reference Code.

The Reference Code positions must be identified. Handwrite the Reference Code number in the margin as soon as it has been recorded.

Stop Codes

When the Composer Stop Code at the end of a project has transferred with the Operation Selector Dial set for Transfer Adjust, backspace once and record a Carrier return. If the Dial is set for Transfer Play, simply transfer the end-of-project Stop Code as usual. When this Stop Code is at the end of all recording on the tape, follow it with a Composer Reference Code on the left tape.

Transfer Play or Transfer Adjust

The type of work being revised will determine whether your MT/ST Operation Selector Dial should be set for Transfer Play or Transfer Adjust.

Transfer Play is used where the original line endings must be maintained. For example, headings preceded or followed by only one Carrier return must be transferred in Transfer Play.

Transfer Adjust may be used for all material to be justified. Short heading and subheading lines which have been recorded at the left margin and followed by two Carrier returns may be transferred in Adjust.

If conditions described in the paragraphs on Transfer Play and Transfer Adjust are combined, it is necessary to switch between Transfer Play and Transfer Adjust.

Maintaining the original line endings of the headings is easiest when you follow a standardized procedure.

Assume you are transferring a paragraph in Transfer Adjust:

1. As the last line of the paragraph is playing out, change the Playback Mode Dial to Line. The MT/ST will play out the last line, space once, and then stop.
2. Backspace once and record a Carrier return.*
3. Change the Operation Selector Dial to Transfer Play and transfer the heading line or lines in Transfer Play.
4. After the heading lines are transferred, return the Operation Selector Dial to Transfer Adjust and resume transfer as before.

Revising Outline Format Recorded as Minimum Coded Copy

Although the usual revision procedures prescribe that Transfer Adjust be used when there are additions and deletions in text, outline copy is an exception. In order to maintain the correct indent levels, outline copy should be revised in Transfer Play.

Adding several words to a line while in Transfer Play may result in some words printing off the right end of the paper. To prevent this, follow the steps listed below.

To add material at any point in the line

1. Transfer to the point of addition.
2. Backspace to remove the last space.
3. Carrier return.
4. Tab to establish the indent level.
5. Record the additional text.
6. Resume transfer.

If it is obvious that the additional material can be added without words printing off the paper, simply transfer to the point of addition, record the additional text, and resume transfer.

To delete material at any point in the line

1. Transfer to the point of deletion.
2. Skip the text to be deleted.
3. Backspace to remove the last space.
4. Carrier return.
5. Tab to establish the indent level. (If the last word on a line was the final word to be deleted, there is no need to tab for the indent level; the original tabs will transfer.)
6. Resume transfer.

To substitute one word or phrase for another.

Follow the habit you developed for MT/ST revisions. Always skip first, then type the substitution.

The MT/SC controls the line endings of outline copy. It does not matter if the lines on your hard copy are uneven—only that hard copy line endings correspond with recorded line endings.

*If the end of the line falls in the Margin Adjust Zone, the Carrier will return and then stop. In this instance, you do not need to backspace and record a Carrier return. Simply change the Operation Selector Dial to Transfer Play for the heading lines and proceed as usual.

**Exercises 27A and 27B—Practice revising
minimum coded copy**

Instructions:

Use the tape you prepared for Exercises 26A and 26B.

Machine Adjustments:

1. Set the Graphics Control Switch for GR.
2. Use the MT/SR Element.
3. Use prenumbered paper.

To Revise:

1. Make revisions as indicated on the copy.
2. Transfer justified text in Transfer Adjust.
3. Transfer outline copy in Transfer Play.

Playback:

Play back and correct any errors. You will use these tapes for Exercises 28A and 28B.

Ref / Pg / Begin all pages on Line 1.

1 ~~x~~MODE CODES

2

3 Mode is ^{the} a term used to describe a condition within the machine which
 4 causes output copy to print in ^{a certain way} ~~particular arrangements~~ such as copy
 5 printed flush left or right, centered, justified, or with dot leaders.
 6 Codes to control this arrangement of output copy may be recorded on
 7 tape or entered from the Control Panel. [2CR]

8 JUSTIFY MODE [1CR]

9 Justified copy has even left and right margins. ^{as you are accustomed to seeing in books.}
 0 Code, record a Prefix Code, type the letter 'j', and begin typing
 1 text copy. [2CR]

2 FLUSH LEFT MODE [1CR]

3 Flush left copy has even left margins and uneven right—as you are
 4 accustomed to seeing in regular typewritten work. The output lines
 5 will be identical to the ^{recorded} ~~lines as you recorded them~~. To record a
 6 Flush Left Code, record a Prefix Code, type the letter 'l', and
 7 begin typing. [2CR]

8 CENTER MODE [1CR]

9 Centered lines have equal amounts of white space ^{distributed} to the left and right
 0 of the ^{typed line.} ~~typewritten material~~. To record a Center Code, record a Prefix
 1 Code, type the letter 'c', and begin typing. [2CR]

2 FLUSH RIGHT MODE [1CR]

3 Flush right copy has even right margins, but the copy is uneven at the
 4 left. To record a Flush Right Code, record a Prefix Code, type the
 5 letter 'r', and begin typing. [2CR]

6 DOT LEADER MODE [1CR]

7 Dot leadered copy contains dots ~~(periods)~~ to fill out space at the
 8 ends of lines, at the beginnings of lines, or to lead the eye as it
 9 travels across a page to read columns of information. To record a
 0 Dot Leader Code at the beginning of a line, record a Prefix Code,

Ref 2 Pg 2 Begin all pages on Line 1.

1 ~~x~~type the letter "d" at the beginning of the line, and type the ^{text}~~copy~~

2 immediately following the "d". To record a Dot Leader Code for the

3 end of a line, type your text material first and follow it with the

4 ^{Prefix Code and the "d."}~~code~~ To use dot leaders to fill in between columns, type the flush

5 left part of the line first, record the code, and follow this with

6 the flush right part of the line.

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8 s,

9 x

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Ref 4 Pg 1 Begin all pages on Line 1.

- 1 xI. There are ⁷ English alphabet type styles or families of
 2 type available for your IBM "Selectric" Composer.
 3 Individual Composer type styles are Press Roman, Bodoni,
 4 Aldine Roman, Pyramid, and ⁸ Univers, *Classified News, and Century.*
 5 A. Each type family has a full range of different
 6 point sizes. The Composer point sizes vary from ⁶ 72
 7 to 12 points.
 8 B. Different weights of type for each type family
 9 are provided. The common weight distinctions are
 0 medium, italic, and bold, although occasionally
 1 there ~~will be~~ ^{are} a light ~~weight~~ ^{weights and} or condensed style. ⁸
 2 II. Also, there are specialized Fonts to afford greater
 3 flexibility with your Composer. These Fonts may be obtained
 4 in many of the styles, sizes, and weights of the English
 5 alphabet Fonts.
 6 A. To satisfy multilingual composing requirements, Latin,
 7 Germanic, and Nordic language Fonts are available.
 8 Keyboard reference charts accompanying the Fonts
 9 show the location of the new characters.
 0 1. Machines designed to compose foreign language
 1 material are equipped with a Velocity Control
 2 Dial. ~~Some of the foreign language characters~~ ²
 3 ~~are a different size from those on the English~~ ²
 4 ~~language Fonts.~~ ² The Velocity Control Dial changes
 5 the impression when typing the special ^{foreign language} characters. ¹
 6 2. Your Composer is also equipped with a Dead Key
 7 Disconnect. The dead key system assures precise
 8 positioning of accent marks by preventing
 9 horizontal escapement when an accent mark is
 0 printed.

Ref
Code 5 Pg 2 Begin all pages on Line 1.

(mathematics, physics, EDP programming, etc.)

1 x

B. Technical printing applications are another specialized
area, primarily for the stand-alone Composer. Many of
the constructions and symbols required are available
on the Greek, Technical, and Mathematical Symbols
Fonts.

2

7 s,

8 x

9

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Exercises 28A and 28B—Practice making second revisions

Instructions:

Use the tape from Exercises 27A and 27B.

To Revise:

Make the revisions indicated on the copy.

Playback:

Play back and correct any errors. You will use these tapes for Exercises 29A and 29B.

Ref _____ / _____ Pg _____ / _____ Begin all pages on Line 1.

1 xMODE CODES

2

3 Mode is the term used to describe a condition within the machine
4 which causes output copy to print in a certain way such as copy printed
5 flush left or right, centered, justified, or with dot leaders. Codes
6 to control this arrangement of output copy may be recorded on tape
7 or entered from the Control Panel.

8

9 JUSTIFY MODE

0 Justified ^{output} copy has even left and right margins as you are accustomed
1 to seeing in books. To record a Justify Code, record a Prefix Code,
2 type the letter "j", and begin typing text copy.

3

4 FLUSH LEFT MODE

5 Flush left ^{output} copy has even left margins and uneven right—as you are
6 accustomed to seeing in regular typewritten work. The output lines
7 will be identical to the ^{input} ~~recorded~~ lines. To record a Flush Left Code,
8 record a Prefix Code, type the letter "l", and begin typing.

9

0 CENTER MODE

1 Centered lines have equal amounts of white space distributed to the
2 left and right of the ^{printed} ~~typed~~ line. To record a Center Code, record
3 a Prefix Code, type the letter "c", and begin typing.

4

5 FLUSH RIGHT MODE

6 Flush right ^{output} copy has even right margins, but the copy is uneven at
7 the left. To record a Flush Right Code, record a Prefix Code, type
8 the letter "r", and begin typing.

9

0 DOT LEADER MODE

Ref 2 Pg 2 Begin all pages on Line 1.

1 xDot leadered ^{output} copy contains dots to fill out space at the ends of
2 lines, at the beginnings of lines, or to lead the eye as it travels
3 across a page to read columns of information. To record a Dot Leader
4 Code at the beginning of a line, record a Prefix Code, type the letter
5 'd' at the beginning of the line, and type the text immediately
6 following the 'd'. To record a Dot Leader Code for the end of a
7 line, type your text material first and follow it with the Prefix
8 Code and the 'd'. To use dot leaders to fill in between columns,
9 type the flush left part of the line first, record the code, and
0 follow this with the flush right part of the line.

1

2 s,

3 x

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4

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Ref Code 4 Pg 1 Begin all pages on Line 1.

- 1 xI. There are 7 English alphabet type styles or families of
 2 type available for your IBM "Selectric" Composer.
 3 Individual Composer type styles are Press Roman, Bodoni,
 4 Aldine Roman, Pyramid, Univers, Classified News, and
 5 Century.
 6 A. Each type family has a full range of different
 7 point sizes. The Composer point sizes vary from 6
 8 to 12 points.
 9 B. ~~Different~~ ^{Various} weights of type for each ~~type~~ family
 0 are provided. The common weight distinctions are
 1 medium, italic, and bold, although ~~occasionally~~
 2 there are ^{also} light weights and condensed styles.
 3 II. ~~Also, there are~~ ^{are available} specialized Fonts ^{to} afford greater
 4 flexibility with your Composer. These Fonts may be obtained
 5 in many of the styles, sizes, and weights of the English
 6 alphabet Fonts.
 7 A. To satisfy multilingual composing requirements, Latin,
 8 Germanic, and Nordic language Fonts are available.
 9 Keyboard reference charts ^{are provided with} ~~accompanying~~ the Fonts ^{to}
 0 show the location of the new characters.
 1 1. Machines designed to compose foreign language
 2 material are equipped with a Velocity Control
 3 Dial.
 4 The Velocity Control Dial changes
 5 the impression when typing the special
 6 foreign language characters.
 7 2. Your Composer is also equipped with a Dead Key
 8 Disconnect. ^{This} ~~The dead key~~ system assures precise
 9 positioning of accent marks by preventing
 0 horizontal escapement ^{of the Carrier} when an accent mark is

Ref Code 5 Pg 2 Begin all pages on Line 1.

1 x

printed.

2

B. Technical printing applications

3

(mathematics, physics, EDP programming, etc.)

4

are another specialized

5

area, primarily for the stand-alone Composer. Many of

6

the constructions and symbols required are available

7

on the Greek, Technical, and Mathematical Symbols

8

Fonts.

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1 x

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■ 9

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FULLY CODED COPY FOR GRAPHICS

Minimum coded copy is converted to fully coded copy during a transfer operation on a Model IV MT/ST which has a Graphics Control Switch. The Graphics Control Switch is set at GR during conversion.

Since conversion is nothing more than another step in revision, follow the procedures outlined in the previous section on "Revising Minimum Coded Copy" for any further text revisions.

The Composer Control Codes are recorded at the keyboard according to the directions of the copy marker.

To Insert a Code at the Beginning or Middle of a Line

1. Transfer to the point of change.
2. Record the code—do not space.
3. Resume transfer.

5 Codes and Composer Reference Codes only.

6 ^e Recording Minimum Coded Copy

7 Minimum coded copy should be prepared with the

To Insert a Code at the End of a Line

1. Transfer through the space preceding the last word of a line.
2. Skip the word (and Carrier return).
3. Rerecord the word—do not space—and record the code.
4. Carrier return.
5. Resume transfer.

5 Codes and Composer Reference Codes only. ^s+6pt,
^

6 ^l Recording Minimum Coded Copy

7 ^j Minimum coded copy should be prepared with the

Exercises 29A and 29B—Practice converting minimum coded copy to fully coded copy

Instructions:

Use the tapes created in Exercises 28A and 28B.

Machine Adjustments:

1. Set the Graphics Control Switch for GR.
2. Use the MT/SR Element.
3. Use prenumbered paper.

To Convert to Fully Coded Copy

Follow the instructions for revising minimum coded copy.

Remember that Stop Codes recorded at the end of justified paragraphs (recorded either for the Justify Mode or the Outline Arrangement) must be recorded immediately adjacent to the last character of the paragraph.

Playback:

Play back on prenumbered paper. Keep the tape from Exercise 29A for use in Exercise 30.

Ref
Code 1 Pg 1 Begin all pages on Line 1.

(C) (M) 300, (S) UN-B-11/12,

1 ~~X~~MODE CODES

2

(J) (S) PR-M-11/12,

3 [^]Mode is the term used to describe a condition within the machine

4 which causes output copy to print in a certain way such as copy

5 printed flush left or right, centered, justified, or with dot

6 leaders. Codes to control this arrangement of output copy may

7 be recorded on tape or entered from the Control Panel.

8

(L) (S) PR-B,

9 [^]JUSTIFY MODE

(J) (S) PR-M,

0 [^]Justified output copy has even left and right margins as you

1 are accustomed to seeing in books. To record a Justify Code,

2 record a Prefix Code, type the letter 'j', and begin typing

3 text copy.

4

(L) (S) PR-B,

5 [^]FLUSH LEFT MODE

(J) (S) PR-M,

6 [^]Flush left output copy has even left margins and uneven right-as

7 you are accustomed to seeing in regular typewritten work. The

8 output lines will be identical to the input lines. To record

9 a Flush Left Code, record a Prefix Code, type the letter 'l',

0 and begin typing.

1

(L) (S) PR-B,

2 [^]CENTER MODE

(J) (S) PR-M,

3 [^]Centered lines have equal amounts of white space distributed

4 to the left and right of the printed line. To record a Center

5 code, record a Prefix Code, type the letter 'c', and begin

6 typing.

7

(L) (S) PR-B,

8 [^]FLUSH RIGHT MODE

(J) (S) PR-M,

9 [^]Flush right output copy has even right margins, but the copy

0 is uneven at the left. To record a Flush Right Code, record

1 xa Prefix Code, type the letter "r", and begin typing.

2 (L) (S) PR-B,

3 DOT LEADER MODE

(J) (S) PR-M,

4 Dot leadered output copy contains dots to fill out space at

5 the ends of lines, at the beginnings of lines, or to lead the

6 eye across a page to read columns of information. To record

7 a Dot Leader Code at the beginning of a line, record a Prefix

8 Code, type the letter "d" at the beginning of the line, and

9 type the text immediately following the "d". To record a Dot

0 Leader Code for the end of a line, type your text material first

1 and follow it with the Prefix Code and the "d". To use dot

2 leaders to fill in between columns, type the flush left part

3 of the line first, record the code, and follow this with the

4 flush right part of the line.

5

6 s,

7 x

8

9

0

1

2

3

4

5

6

7

8

9

0



Ref Code 4 Pg 1 Begin all pages on Line 1.

Ⓞ Ⓜ 360,

1 ~~x~~I.

There are 7 English alphabet type styles or families of type available for your IBM "Selectric" Composer.

2

3

Individual Composer type styles are Press Roman, Bodoni,

4

Aldine Roman, Pyramid, Univers, Classified News, and

5

Century. Ⓢ+4pt,

6 Ⓞ

A. Each type family has a full range of different

7

point sizes. The Composer point sizes vary from 6

8

to 12 points. Ⓢ+4pt,

9 Ⓞ

B. Various weights of type for each family

0

are provided. The common weight distinctions are

1

medium, italic, and bold, although

2

there are also light weights and condensed styles. Ⓢ+8pt,

3 ⓄII.

Specialized Fonts are available to afford greater

4

flexibility with your Composer. These Fonts may be obtained

5

in many of the styles, sizes, and weights of the English

6

alphabet Fonts. Ⓢ+4pt,

7 Ⓞ

A. To satisfy multilingual composing requirements, Latin,

8

Germanic, and Nordic language Fonts are available.

9

Keyboard reference charts are provided with the Fonts

0

to show the location of the new characters. Ⓢ+4pt,

1 Ⓞ

1. Machines designed to compose foreign language

2

material are equipped with a Velocity Control

3

Dial.

4

The Velocity Control Dial changes

5

the impression when typing the special

6

foreign language characters. Ⓢ+4pt,

7 Ⓞ

2. Your Composer is also equipped with a Dead Key

8

Disconnect. This system assures precise

9

positioning of accent marks by preventing

0

horizontal escapement

1 x

of the Carrier when an accent mark is

2

printed. (S)+4pt,

3 (9)

B. Technical printing applications

4

(mathematics, physics, EDP programming, etc.)

5

are another specialized

6

area, primarily for the stand-alone Composer. Many of

7

the constructions and symbols required are available

8

on the Greek, Technical, and Mathematical Symbols

9

Fonts.

0

1 s,

2 x

3

4

5

6

7

8

9

0

1

2

3

4

5

6

7

8

9

0

UPDATING CODED COPY

In an earlier section you learned how to prepare a Correction Tape to reflect corrections on the output copy. In this section you will learn how to change the original coded copy.

The procedure for updating coded copy is again basically the same as that used to revised minimum coded copy. On a Model IV MT/ST with a Graphics Control Switch, you create an up-to-date tape as a by-product of a transfer operation.

This method is recommended only when a tape is to be stored or is subject to additional revisions. Otherwise, use a Correction Tape.

Updating copy recorded for graphics by transferring is generally essential. Correction of one tape, by limited line expansion or deletion of text with Feed Codes, should be attempted only with the following thoughts in mind:

A Model V MT/ST records only a Carrier Return Code at the end of a line; therefore, it is not possible to expand a recorded line. Models II and IV MT/STs do record the Carrier Return Code and Feed Code necessary for line expansion; however, Prefix Codes, code characters, and various instructions recorded along with the text make it difficult to know your exact place on the tape. Also, if the tape has been revised and updated prior to coding, some of the Feed Codes may have been dropped when the Operation Selector Dial was changed from Transfer Adjust to Transfer Play.

Feed Codes cannot be recorded when a Model II or IV has the Graphics Control Switch set at GR, nor can they be recorded on a Model V. However, it is sometimes convenient to delete text using this method when a tape is being played back on a Model II or IV. In this case, simply change the Graphics Control Switch to MT and record the Feed Code(s) at the Tape Console. Then, return the Switch to GR.

Under no circumstances are Feed Codes to be used to delete characters within a code. At the MT/SC, a Feed Code recorded between a code character and a comma will cause the MT/SC to stop and the output copy to be incorrect. Since this error is not apparent on the hard copy, it is difficult to determine the problem on subsequent payout on a Model IV MT/ST.

Transfer Play

It is easiest to transfer in Transfer Play for all updating of coded copy. Although you learned to revise material to be justified using Transfer Adjust, additions and deletions to coded copy are made using Transfer Play only. These revision procedures are explained in detail in this section.

Transfer Adjust should not be used because the placement of Stop Codes and instructions must not be disturbed. If Transfer Adjust were used, a space which is part of an instruction to the output operator (recorded between the Stop Code and comma) might fall in the Margin Adjust Zone and be converted to a Carrier return. In such a case the line count would be incorrect and any changes made later by a Correction Tape would not merge properly.

Prenumbered Paper

Payout during transfer should be on prenumbered paper. Additions and deletions may cause original line numbers to change, thus it is necessary to once again identify all lines by the correct number.

Reference Codes

Skip or search Reference Codes on the right tape and record new ones on Line 1 of each updated page.

To Update Fully Coded Copy

To change Composer Control Codes, skip in Word Mode and rerecord the code/word, or word/code, combination. Do not attempt to skip character by character. (Remember that to the MT/ST a word is any group of characters followed by a space, tab, or Carrier return; therefore, if a code is recorded before a space, it is part of the preceding word; if it comes after a space, it is part of the following word.)

even m300, left (code/word)

	sp
	e
	v
	e
	n
	sp
	Pr
	m
	3
	0
	0
	,
	l
	e
	f
	t
	sp

evenm300, left (word/code)

	sp
	e
	v
	e
	n
	Pr
	m
	3
	0
	0
	,
	sp
	l
	e
	f
	t
	sp

To Change a Code at the Beginning of a Line (Generally, a code/word combination)

1. Transfer through the previous line.
2. Skip the code/word.
3. Record the new code; retype the word and space.
4. Resume transfer.

1 at the end of a line.

2 [©] ~~1~~ Minimum Coded Copy

3 ~~j~~m375, Copy is easily revised when it is recorded

To Change a Code in the Middle of a Line (May be either code/word or word/code)

1. Transfer to the point of change.
2. Skip the combination.
3. Record the new code; retype the word and space.
4. Resume transfer.

6 ~~1~~ Recording Minimum Coded Copy

7 ~~j~~ Minimum coded ⁵⁰~~i75~~, copy should be prepared with

8 the MT/SR Element and according to the general

To Change a Code at the End of a Line (May be either code/word or word/code)

1. Transfer to the point of change.
2. Skip the combination.
3. Record the new code; retype the word and Carrier return.
4. Resume transfer.

5 Reference Codes only. ^{⑤ PR-B,} ~~s+6pt,~~

6 ~~1~~ Recording Minimum Coded Copy

7 ~~j~~ Minimum coded copy should be prepared with the

To Delete a Code at the Beginning of a Line (Generally, a code/word combination)

1. Transfer through the previous line.
2. Skip the combination.
3. Rerecord the word and space.
4. Resume transfer.

0 The Graphics Control Switch is set at GR.

—

1 ~~sp~~^r~~r~~^b, PRENUMBERED PAPER: To maintain an accurate

2 line count for the MT/SC at all times, copy should

To Delete a Code in the Middle of a Line (May be either code/word or word/code)

1. Transfer to the point of change.
2. Skip the combination.
3. Rerecord the word and space.
4. Resume transfer.

0 The Graphics Control Switch is set at GR.

—

1 PRENUMBERED PAPER: To ~~175~~^r maintain an accurate

2 line count for the MT/SC at all times, copy should

To Delete a Code Recorded with the Last Word of a Line (May be either code/word or word/code)

1. Transfer to the point of change.
2. Skip the last word of the line.
(Carrier return will be included.)
3. Rerecord the word and Carrier return.
4. Resume transfer.

4 as minimum coded copy—copy with Composer Stop

5 Codes and Composer Reference Codes only. ~~s~~^r~~6pt~~^e,

6 ¹Recording Minimum Coded Copy

To Delete a Word Combined with a Code

1. At the beginning or middle of the line
 - a. Transfer to the point of change.
 - b. Skip the combination.
 - c. Rerecord the code—do not space.
 - d. Resume transfer.

2 copy should be prepared on prenumbered paper.

3 ~~Recording~~ Composer Reference Codes

4 ~~j~~Record a Composer Reference Code at Line 1 of each

2. At the end of a line
 - a. Transfer to the point of change.
 - b. Skip the combination. (Carrier return will be included.)
 - c. Backspace to remove the last space. (Code will be joined to the preceding word.)
 - d. Rerecord the code and Carrier return.
 - e. Resume transfer.

7 of punctuation. Generally, only one space

8 is used in printed materials. ~~i,~~

9 ~~l~~Tabulation

To Update Justified Copy

Additions and deletions in Transfer Play may cause some words to print off the right edge of the paper when the transfer operation is resumed. To prevent this, follow the procedures outlined below.

To add material to any point in the line.

1. Transfer to the point of change.
2. Record the additional text.
3. Carrier return.
4. Resume transfer.

- 3 deadlines easily even when producing ^{complex work, such as} justified copy, runarounds,
- 4 or flush right copy. Thus, you can handle a greater volume and

To delete material recorded on more than one line

1. Transfer to the point of change.
2. Skip the text to be deleted.
3. Backspace to remove the last space.
4. Carrier return.
5. Resume transfer.

- 7 output copy to print ~~in a certain way such as copy~~
- 8 ~~printed~~ flush left or right, centered, justified
- 9 or with dot leaders.

If it is obvious that the changes can be made without words printing off the paper, simply follow the regular revision procedures.

To substitute one word or phrase for another.

Follow the habit you developed for MT/ST revisions. Always skip first, then type the substitution.

The MT/SC controls the line endings of justified copy. It does not matter if the lines on your hard copy are uneven—only that hard copy line endings correspond with recorded line endings.

Exercise 30—Practice updating coded copy

Instructions:

Use the tape created in Exercise 29A.

Machine Adjustments:

Set the Graphics Control Switch for GR.

To Update:

1. Update the coded copy as marked on the exercise.
2. Transfer in Transfer Play.

Ref _____ Pg _____ Begin all pages on Line 1.

1 ~~xcm~~300,sun-b-11/12,MODE CODES

2

3 ~~j~~^{(m) 350, 10/11}~~spr-m-11/12~~,Mode is the term used to describe a condition within
4 the machine which causes output copy to print in a certain way
5 such as copy printed flush left or right, centered, justified,
6 or with dot leaders. Codes to control this arrangement of output
7 copy may be recorded on tape or entered from the Control Panel.

8

9 ~~j~~^(C)~~spr-b~~ JUSTIFY MODE ^{(S)+6pt,}
0 ~~j~~~~spr-m~~ Justified output copy has even left and right margins
1 as you are accustomed to seeing in books. To record a Justify
2 Code, record a Prefix Code, type the letter "j", and begin
3 typing text copy.

4

5 ~~j~~^(C)~~spr-b~~ FLUSH LEFT MODE ^{(S)+6pt,}
6 ~~j~~~~spr-m~~ Flush left output copy has even left margins and uneven
7 right-as you are accustomed to seeing in regular typewritten
8 work. The output lines will be identical to the input lines.
9 To record a Flush Left Code, record a Prefix Code, type the
0 letter "l", and begin typing.

1

2 ~~j~~^(C)~~spr-b~~ CENTER MODE ^{(S)+6pt,}
3 ~~j~~~~spr-m~~ Centered lines have equal amounts of white space distributed
4 to the left and right of the printed line. To record a Center
5 Code, record a Prefix Code, type the letter "c", and begin
6 typing.

7

8 ~~j~~^(C)~~spr-b~~ FLUSH RIGHT MODE ^{(S)+6pt,}
9 ~~j~~~~spr-m~~ Flush right output copy has even right margins, but the
0 copy is uneven at the left. To record a Flush Right Code, record

1 ~~xa~~ Prefix Code, type the letter 'r', and begin typing.

2 ~~(C)~~

3 ~~ispr-l~~, DOT LEADER MODE ~~(S)~~+6pt,

4 ~~ispr-r~~, Dot leadered output copy contains dots to fill out space

5 at the ends of lines, at the beginnings of lines, or to lead

6 the eye across a page to read columns of information. To record

7 a Dot Leader Code at the beginning of a line, record a Prefix

8 Code, type the letter 'd' at the beginning of the line, and

9 type the text immediately following the 'd'. To record a Dot

0 Leader Code for the end of a line, type your text material first

1 and follow it with the Prefix Code and the 'd'. To use dot

2 leaders to fill in between columns, type the flush left part

3 of the line first, record the code, and follow this with the

4 flush right part of the line.

5

6 s,

7 x

8

9

0

1

2

3

4

5

6

7

8

9

0

Exercise 31—Practice updating justified copy

Instructions:

Use the tape created in Exercise 30.

Machine Adjustments:

Set the Graphics Control Switch for GR.

To Update:

1. Update the coded copy as marked on the exercise.
2. Use prenumbered paper.
3. Follow the procedures for updating justified copy.
4. Transfer in Transfer Play.

Practice Copy:

Ref
Code Pg Begin all pages on Line 1.

1 xcm300, sun-m-11/12, MODE CODES

2

3 jm350, spr-m-10/11, Mode is the ^a term used to describe a condition within

4 the machine which causes output copy to print in a ^{particular arrangement} ~~certain way~~

5 such as copy printed flush left or right, centered, justified,

6 or with dot leaders. Codes to control this arrangement of output

7 copy may be recorded on tape or entered from the Control Panel.

8

9 cJUSTIFY MODE s+6pt,

0 jJustified output copy has even left and right margins

1 as you are accustomed to seeing in books To record a Justify

2 Code, record a Prefix Code, type the letter 'j', and begin

3 typing text copy.

4

5 cFLUSH LEFT MODE s+6pt,

6 jFlush left output copy has even left margins and uneven

7 right-as you are accustomed to seeing in regular typewritten

8 work. The output lines will be identical to the ^{as you recorded them} ~~input~~ lines.

9 To record a Flush Left Code, record a ^{PR-I, PR-M} Prefix Code, type the

0 letter 'l', and begin typing.

1

2 cCENTER MODE s+6pt,

3 jCentered lines have equal amounts of white space distributed

4 to the left and right of the ^{typewritten material} ~~printed line~~ To record a Center

5 Code, record a Prefix Code, type the letter 'c', and begin

6 typing.

7

8 cFLUSH RIGHT MODE s+6pt,

9 jFlush right output copy has even right margins, but the

0 copy is uneven at the left. To record a Flush Right Code, record

1 xa Prefix Code, type the letter "r", and begin typing.

2

3 cDOT LEADER MODEs+6pt,

4 jDot leadered output copy contains dots to fill out space

5 at the ends of lines, at the beginnings of lines, or to lead

6 the eye across a page to read columns of information. To record

7 a Dot Leader Code at the beginning of a line, record a Prefix

8 Code, type the letter "d" at the beginning of the line, and

9 type the ^{copy}text immediately following the "d". To record a Dot

0 Leader Code for the end of a line, type your text material first

1 and follow it with the ^{code.}~~Prefix Code and the "d"~~ To use dot

2 leaders to fill in between columns, type the flush left part

3 of the line first, record the code, and follow this with the

4 flush right part of the line.

5

6 s,

7 x

8

9

0

1

2

3

4

5

6

7

8

9

0

To Update Tabulated Material

Tabs and margins should be set according to the original instructions of the copy marker.

To correct, add, or delete codes in a "T" line

1. Transfer through any copy preceding the "T" line.
2. Skip the entire "T" line.
3. Rerecord the "T" line as changed.
4. Resume transfer.

To correct text or codes recorded with text

1. Transfer in Word Mode to the point of change.
2. Skip the column which contains the change. (The tab will also be skipped.)
3. Rerecord the column as changed.
4. Record a tab.
5. Resume transfer.

To Update All Nonjustified Copy

Updating all copy recorded for the nonjustify modes (Flush Left, Flush Right, Center, and Dot Leader) is as simple as exchanging one line for another. When a line contains a change, skip the entire line and rerecord the complete line as changed. Carrier return and resume transfer.

Exercise 32A—Practice recording tabulated material

Instructions:

Record the tabulated material as fully coded copy.

Machine Adjustments:

1. Set the Graphics Control Switch for GR.
2. Set tabs 14, 32, 50, and 68 spaces from the left Margin.
3. Use wide prenumbered paper.

Playback:

Play back and correct any errors you may have missed. You will need a perfect tape for Exercise 32B.

Practice Copy:

(x) 75, 75, 75, 75, 75,

(C) District 1	(C)(m) 90, ^ District 2	(C)(m) 60, ^ District 3	(C)(m) 90, ^ District 4	(C)(m) 60, ^ District 5
\$234,234.00	\$234,234.00	\$234,234.00	\$234,234.00	\$234,234.00
38,920.00	40,392.00	29,987.00	39,111.50	30,000.50
135,492.50	189,483.50	139,308.00	153,829.00	135,789.00
583,394.00	583,293.00	534,234.50	555,555.50	532,423.50
357.50	789.50	678.00	567.00	890.00
57,390.00	89,234.00	78,987.50	65,382.50	67,390.00
300,000.00	400,000.00	200,000.00	300,000.00	400,000.00
983,490.50	899,493.50	789,534.00	977,500.00	978,450.00
834.00	378.00	385.00	900.00	753.00
1,503.50	5,110.50	3,151.00	4,963.50	2,250.00
15,500.00	18,750.00	12,300.00	15,378.50	16,391.50

Exercise 32B—Practice updating tabulated material

Instructions:

Use the tape created in Exercise 32A.

Machine Adjustments:

1. Set the Graphics Control Switch for GR.
2. Margins and tabs should be set the same as for the original recording.

To Update:

1. Update the coded copy as marked on the exercise.
2. Use wide prenumbered paper.
3. Transfer in Transfer Play.
 - a. Since the first thing to be changed is the "T" line, skip the "T" line. (Depress the Skip Button twice—once for the Reference Code and once for the "T" line.)
 - b. Record a new Reference Code and the corrected "T" line on the left tape.
 - c. Resume transfer.

Practice Copy:

Ref _____ Pg _____ Begin all pages on Line 1.

1	⁶⁰ xtr75 ,r75,r75,r75,,				
2	cDistrict 1	cm90,District 2	cm60,District 3	cm90,District 4	cm60,District 5
3					
4	\$234,234.00	\$234,234.00	\$234,234.00	\$234,234.00	\$234,234.00
5	38,920.00	40,392.00	29,987.00	39,111.50	30,000.50 ^{105.95} e
6	135,492.50	189,483.50	139,308.00	153,829.00	135,789.00
7	583,394.00	583,293.00 ^{79,611.00} e	534,234.50	555,555.50	532,423.50
8	357.50	789.50	678.00 ^{789.50} e	567.00 ^{789.50} e	890.00
9	57,390.00	89,234.00	78,987.50	65,382.50	67,390.00
0	300,000.00	400,000.00 ^{4.00} e	200,000.00	300,000.00 ^{3.00} e	400,000.00
1	983,490.50 ^{340,000.00} e	899,493.50	789,534.00	977,500.00	978,450.00 e
2	834.00 e	378.00	385.00	900.00	753.00
3	1,503.50	5,110.50	3,151.00	4,963.50	2,250.00
4	15,500.00	18,750.00	12,300.00	15,378.50	16,391.50
5	^{111.00}	^{222.00}	^{333.00}	^{444.00}	^{555.00}
6	s,				
7	x				
8					
9					
0					
-					

Composer Reference Codes and MT/ST Playback

As you know, the Composer Reference Code will always appear as a red "x" on the paper. In addition to printing a red "x", a Composer Reference Code differs from an MT/ST Reference Code in other ways:

1. No Stop Code is to be recorded before a Composer Reference Code. If you play back at a Model IV MT/ST (either in Play, Adjust, or Transfer) with the Graphics Control Switch set at GR, printing will stop when the machine comes to a Composer Reference Code.
2. After the machine has stopped printing, you have the option of skipping or searching past the Reference Code to resume playback—just as on a regular MT/ST. However, if you depress the Start Button without doing either, you get the following results:
 - a. In Play or Adjust, a red "x" will print, the machine will skip the Reference Code, and playback will resume automatically.
 - b. In Transfer a red "x" will print, the Composer Reference Code will transfer (but will not print), and playback will resume automatically.
3. If the MT/ST should inadvertently be set for MT, playback will stop at a Composer Reference Code except in Transfer. If you depress the Start Button:
 - a. In Play or Adjust, a black "x" will print and the machine will go into an auto search operation.
 - b. In Transfer, a black "x", followed by 2's and z's, will print as the Reference Code transfers.

RECORDING INDENTED AND COLUMNAR PROJECTS FOR PRECON 256

Although indented and columnar projects are generally recorded to be played out with Precons 260 and 261, respectively, the copy marker may occasionally need to mark them for playout with the basic Precon 256. This section provides supplementary practice material to acquaint you with the marking required for outline formats and columnar projects to be produced with Precon 256.

The first exercise, the outline format, contains paragraphs to be played back with an even right margin but with the left margin of text indented at different levels from the established left Margin Set. Each paragraph is identified by a letter or number to the left of the text.

In recording an outline or indented format with justified paragraphs, even though you tab between the number or letter and the text of the first line of the paragraph, other lines of the paragraph will be recorded at the left margin. When the copy is produced at the MT/SC, the recorded Indent Code will cause the lines to indent properly.

By comparison, when you record a columnar project, such as the second exercise, all tabs are recorded as marked by the copy marker. Since this type of project is nonjustified copy, all tabs will be recognized during playback at the MT/SC.

Exercise 33—Practice recording indented
format for Precon 256

Instructions:

1. Record from the marked copy
inserting all codes as indicated.
2. Type all lines at the left margin.

Practice Copy:

⑤ P-M-8/9, ②

16 16 20 ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯ ⑰ ⑱ ⑲ ⑳ ㉑ ㉒ ㉓ ㉔ ㉕ ㉖ ㉗ ㉘ ㉙ ㉚ ㉛ ㉜ ㉝ ㉞ ㉟ ㊱ ㊲ ㊳ ㊴ ㊵ ㊶ ㊷ ㊸ ㊹ ㊺ ㊻ ㊼ ㊽ ㊾ ㊿

I. There are seven English alphabet type styles or families of
type available for your IBM "Selectric" Composer. Individual
Composer type styles are Press Roman, Bodoni, Aldine Roman,
Pyramid, Univers, Classified News, and Century. ①,

② 16 20 ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯ ⑰ ⑱ ⑲ ⑳ ㉑ ㉒ ㉓ ㉔ ㉕ ㉖ ㉗ ㉘ ㉙ ㉚ ㉛ ㉜ ㉝ ㉞ ㉟ ㊱ ㊲ ㊳ ㊴ ㊵ ㊶ ㊷ ㊸ ㊹ ㊺ ㊻ ㊼ ㊽ ㊾ ㊿

A. Each type family has a full range of different
point sizes. The Composer point sizes vary from
6 to 12 points. ①,

② 16 20 ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯ ⑰ ⑱ ⑲ ⑳ ㉑ ㉒ ㉓ ㉔ ㉕ ㉖ ㉗ ㉘ ㉙ ㉚ ㉛ ㉜ ㉝ ㉞ ㉟ ㊱ ㊲ ㊳ ㊴ ㊵ ㊶ ㊷ ㊸ ㊹ ㊺ ㊻ ㊼ ㊽ ㊾ ㊿

B. Various weights of type for each family are provided.

The normal weight distinctions are medium, italic,
and bold, although there are light weights and
condensed styles. ①,

II. ¹⁶ (j) (m) 672, (m) 704, (i) 32,
Also, there are specialized Fonts to afford greater

flexibility with your Composer. These Fonts may be obtained in many of the styles, sizes, and weights of the English alphabet Fonts. (i),

A. ¹⁶ (j) (m) 640, (m) 704, (i) 64,
To satisfy multilingual composing requirements, Latin, Germanic, and Nordic Language Fonts are available. Keyboard reference charts are provided with the Fonts to show the position of special characters. (i),

1. ²⁰ (j) (m) 608, (m) 704, (i) 96,
Machines designed to compose foreign language material are equipped with a Velocity Control Dial. The Velocity Control Dial changes the impression when typing the special foreign language characters. (i),

2. ²⁰ (j) (m) 608, (m) 704, (i) 96,
Your Composer is also equipped with a Dead Key Disconnect. This system assures precise positioning of accent marks by preventing horizontal escapement of the Carrier when an accent mark is printed. (i),

B. ¹⁶ (j) (m) 640, (m) 704, (i) 64,
Technical printing applications (mathematics, physics, EDP programming, etc.) are another specialized area, primarily for the stand-alone Composer. Many of the constructions and symbols required are available on the Greek, Technical, and Mathematical Symbols Fonts. (i),

Exercise 34—Practice recording columnar material for Precon 256

Instructions:

1. Set the tabs as marked for each part of the project.
2. Record from the marked copy.

Practice Copy:

TABLE I

¹⁹ ② Athens	Atlanta	³⁰ Chicago	⁴⁸ Joplin	⁶⁹ Baltimore
Berlin	Dallas	Los Angeles	Dearborn	Charlotte
Madrid	Kansas City	Memphis	New Market	Denver
New York	New Orleans	Minneapolis	Parkville	Louisville
Paris	Philadelphia	San Francisco	St. Joseph	Oklahoma City
Rome	Phoenix	Seattle	Weston	Springfield

TABLE II

¹⁹ ② ③ 60, \$123,356.78	¹⁹ \$12,345.67	³⁴ \$789,354.66	⁴⁸ \$78,934.59	⁶³ \$200,237.89
10,989.71	102,188.98	12,566.84	233,567.99	234,976.44
1,100.13	90,234.68	702,785.33	205,469.66	15,672.54
11,234.67	1,204.37	2,456.37	2,367.89	3,679.65
234,116.72	507.36	204.78	23,654.78	23,494.77

USING LANGUAGE ELEMENTS

The MT "Selectric" Composer is capable of composing material in foreign languages; therefore, some of your recording may be for foreign language printout. MT/SR Elements and MT/SC Fonts are available for the Latin, Germanic, and Nordic languages. There is also a special English language Element and corresponding Font for the United Kingdom.

Foreign language Elements are identified by an initial L, G, N, or UK printed on the top of the Element.

When recording with the language Element, consult the corresponding keyboard chart in the IBM GRAPHIC ARTS TYPE PORTFOLIO. Some keyboard changes have been made for each language to provide special characters unique to that language.

To record a project with a language Element, there is only one procedure which will be a little different for you; it occurs when you are recording with a Latin Element.

You will use a Latin Element for the French, Italian, or Spanish languages. Four of the special characters for these languages must appear above vowels in certain instances. The four characters (accents—acute and grave, caret and diaeresis) are upper- and lowercase characters on two keys, which on the MT "Selectric" Composer are "dead keys."

The dead key positions simply do not permit the Carrier to advance when they print. Thus, an accent is read from the tape and prints, but the Carrier does not advance; the next character on the tape is read, and that letter is printed under the special character.

When recording, first depress the accent, caret, or diaeresis, and then the appropriate letter key. Since your MT/SR does not have the dead key feature, your copy will look like this:

¿C'omo est'a usted?

But when printed from the MT/SC, it will appear like this:

¿Cómo está usted?

To record a project where foreign words or phrases appear intermittently, a Stop Code must be recorded at the beginning and end of the paragraph containing the word or phrase. This is to permit the output operator to change Fonts. The Font notation which you type will contain an additional letter indicating the particular language. It will follow the type weight notation (**spr-m/l**).

In summary, to record for a language Element change:

1. Record a Stop Code, type the Font change message for the output operator, and type the comma.
2. Replace the present Element with the correct language Element.
3. Record the paragraph containing the word or phrase.
4. Record a Stop Code.
5. Change back to the original recording Element.
6. Type the Font change message; type the comma.
7. Continue the project.

Exercise 35A—Practice recording with a Latin Element for an entire project

Instructions:

1. Select a Latin Element.
2. Record the first four words and the em dash.
3. Record the letters "a," "q," and "u" of the next word.
4. Record the accent.
5. Record the letter "i" which is to appear under the accent.
6. Complete the project.

Practice Copy:

② INDICE DE LA SECRETARIA—aquí sirve la perforación para localizar el punto de la banda en la que encontrará la mecanógrafa instrucciones especiales.

Exercise 35B—Practice recording with a Latin Element for part of a project

Instructions:

1. Select a Latin Element and an English alphabet Element.
2. Record the project, following the marked copy.
3. After recording the Stop Code preceding the paragraph containing the Latin phrase, change to the Latin Element.
4. Complete the paragraph.
5. After recording the Stop Code following the paragraph, change to the English language Element.
6. Complete the project.

Practice Copy:

② I had Spanish in high school, but that was quite a few years ago. [2CR]

⑤ PR-M/L, In fact, "¿Cómo está usted?" is the only phrase I remember. ⑤ PR-M, [2CR]

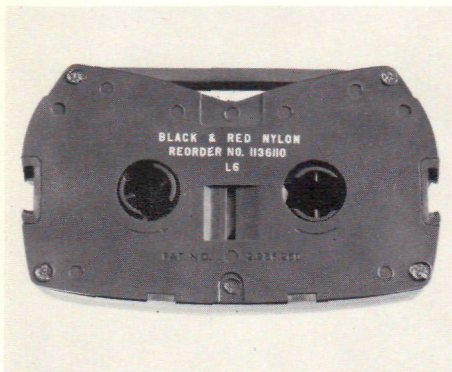
I hope you remember more than I do.

CHANGING RIBBONS

Your red/black fabric ribbon is housed in a cartridge which makes ribbon changing quick, easy, and clean.

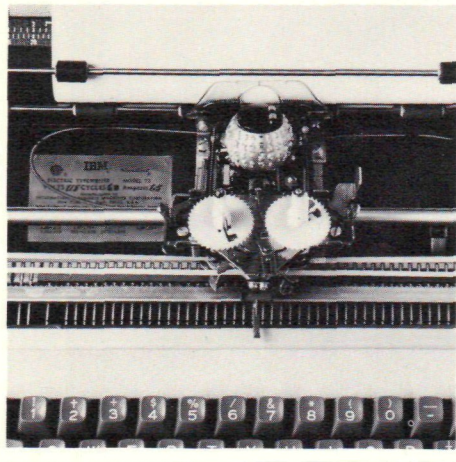


The name and reorder number of each ribbon is clearly printed on the underside of the ribbon cartridge, as shown below.

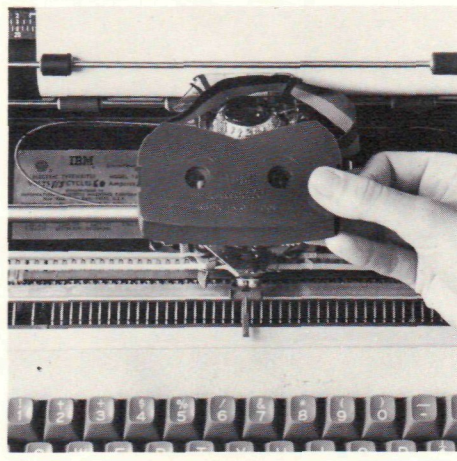


To Install New Ribbon Cartridge

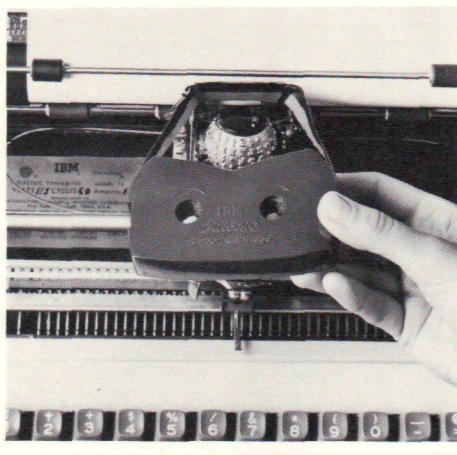
Make sure Ribbon Change Lever is at far right.



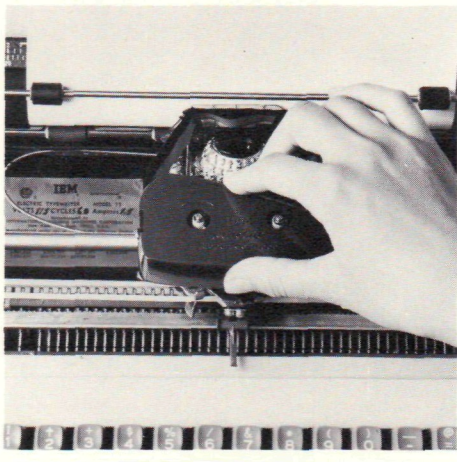
Position the cartridge in front of the Ribbon Lifts. Slide the ribbon through the Right Ribbon Lift.



Slide the exposed ribbon down between the card holder and element, and then through the Left Ribbon Lift.



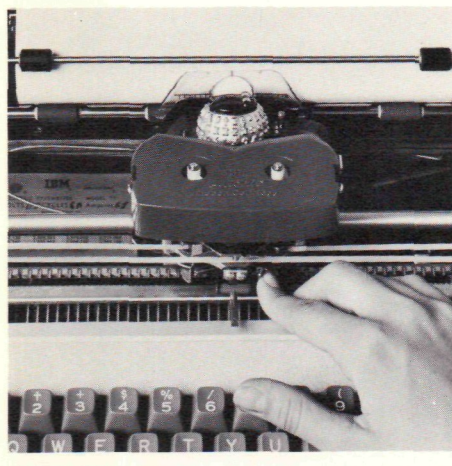
Then place the cartridge on the two ribbon spindles and press down evenly and firmly.



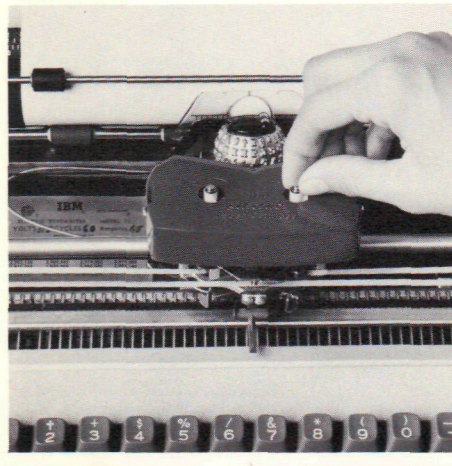
Move the Ribbon Change Lever back to the left.



This will lower the ribbon into typing position.

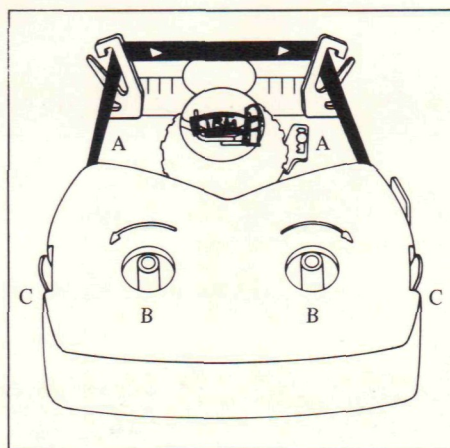


To rewind excess ribbon, turn either spindle in the direction of the arrow. Close cover. Turn on motor and continue typing.



To Remove Ribbon Cartridge

- Move Ribbon Change Lever to the far right. This will raise the ribbon for easier removal from the Ribbon Lifts (A).
- Lift the cartridge upward and off the Ribbon Cartridge Spindles (B) to free it from retaining clips (C).
- Ease the ribbon out of the slots in the Ribbon Lifts (A).
- To rewind excess ribbon, insert a pencil in either of the top ribbon holes and turn in the direction of the arrow.



CARE AND CLEANING

Removing and Replacing the Platen

Occasionally you may need to clean the platen. Platen cleaners are available from stationery suppliers. Use this liquid sparingly and apply with a soft cloth.

To Remove the Platen:

- Turn off the motor.
- Pull Paper Release Lever and Paper Bail forward.
- Lift the cover.
- Lift the Copy Guide.
- Depress the right and the left Platen Release Levers.
- Lift the platen from typewriter.



To Replace the Platen:

- Hold the Platen with the ratchet end to the right.
- Place the groove of the platen in the Right Platen Latch.
- Press down on both Platen Knobs. The platen will snap into place.

To Sweep the Dustpan:

- Tab the Carrier to the far right.
- Turn off the motor.
- Lift the cover.
- With the pencil-shaped dual-purpose brush, sweep lightly toward either the left or the right side of the typewriter.

Note: Do not allow your brush to interfere with the tapes located above the dustpan.



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